Mastering Microsoft Project 2016 (MOC 55205A)

Duration : 3 Days

Course Content

This three-day, instructor-led course is intended for individuals who are interested in expanding their knowledge base and technical skills about Microsoft Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Course Outline

- Module 1: Introduction to Microsoft Project
- Module 2: A Quick and Easy Overview of Managing with Project
- Module 3: Setting Up a Project
- Module 4: Manually Schedule vs. Auto Schedule
- Module 5: Creating a Work Breakdown Structure
- Module 6: Identifying Task Relationships
- Module 7: Defining Resources within Project
- Module 8: Making Work Package Estimates
- Module 9: Creating an Initial Schedule
- Module 10: Create a Resource Leveled Schedule
- Module 11: Managing the Project
- Module 12: Formatting Output and Printing Reports
- Module 13: Managing Multiple Projects
- Module 14: Advanced Topics
- Module 15: Summary