

## MS Project 2016 Course Outline – Intermediate level



### Course Objectives

This MS Project course is for anyone who is already familiar with the basics of using Project and now wants to expand their knowledge.

By the end of this course you will be able to work with themes and attach project documentation and set up work breakdown structures. You will learn how to work with Tasks and Resources. We will cover how to edit a project as well as create various reports such as Dashboards, Resources, Cost and Progress reports. We will also cover how to view reports in Excel and explain about cloud storage and using Project online.

Estimated course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

### Topics covered

#### Project Set up

- Themes
- Attaching project documentation
- Setting up work breakdown structures

#### Work with Tasks

- Entering durations
- Establishing task dependencies
- Overlapping linked tasks
- Adding constraints

#### Resources

- Understanding assignment calculations
- Contouring resource assignments
- Reviewing resource allocations
- Resource usage view
- Resource engagements
- Resource notes

#### Edit Projects

- Saving original plan information
- Rescheduling projects
- Reviewing schedule progress
- Reviewing schedule variances

#### Reporting & Analysis

- Dashboard reports
- Resource reports
- Cost reports
- Progress reports
- Printing views & reports
- Page setup
- View visual reports in Excel
- View visual reports in Visio

#### Project Online

- Cloud storage
- Project Lite
- Project Online
- Project Pro for Office 365