

Project 2016 Level 2

Overview:	This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment.
Audience:	Target students will be looking to acquire the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and controlling phases of a project.
Prerequisites:	To ensure your success in this course, you should have basic project management knowledge and skills. You should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan using Microsoft Office Project 2016.
Objectives	After completing this class, and with additional practice, students should be able to: <ul style="list-style-type: none">• Update a project plan to reflect progress as you execute the project.• Monitor project progress in the project plan.• Adjust the project plan to control constraints.• Create project reports to share a project's status.• Customize project settings and share customizations with other projects.
Length	1 day

I. Executing a Project

- A. Enter Task Progress
- B. Update Task Progress with SharePoint
- C. Update Work
- D. Update Costs

II. Monitoring Project Progress

- A. View Project Progress
- B. Add Custom Fields
- C. Create Custom Views
- D. Create a Network Diagram
- E. Analyze a Project Plan

III. Controlling a Project Plan

- A. Edit the Task List

- B. Reschedule Tasks

- C. Update a Baseline

IV. Reporting on Progress

- A. Format and Share a Chart View

- B. View Existing Reports

- C. Create Custom Reports

- D. Create a Visual Report

V. Customizing the Application

- I. Change Project Options

- II. Create a Project Plan Template

- III. Share Resources

- IV. Link Project Plans

Appendix A: Extending Project with Macros and Apps

