## 1. Course Details:

**Course Code** : MRSF-001
**Course Title** : Microsoft Project 2016
**Course Duration** : 5 Days

## 2. Course Overview:

- Microsoft Project Professional 2016 course has been designed for the participants intending to understand the concepts of project management and create and maintain the project plans. Participants will learn the fundamentals and advanced concepts of Microsoft Project 2016 during the course that will help in creating and saving the project plans, plans updating while execution in Project 2016, project monitoring and phase controlling in the projects. Hands-on explanation of all the tools and features in the Project Professional 2016 will be provided. Basic project handling skills will be enhanced thereby enabling students to organize, link the tasks, enter, resource collaboration, creation of basic reports and projects independently.

## 3. Learning Outcomes:

- Understand the basics of project management methodology
- Create realistic schedules quickly and easily
- Use project for managing resources on sets of projects
- Work with financial, time and resource constraints on projects
- Project's reporting features
- Use earned value analysis and other advanced features
- Use project data with other office programs
- Customize project for use within their company
- Use project for handling sets of projects

## 4. Course Contents:

Module 1 - Getting Started with Microsoft Project

- Introduction to Microsoft Project

- Incorporating Project Management methodologies with Microsoft Project
- Exploring the Microsoft Project Environment
- Displaying an Existing Project Plan in Different Views

Module 2 - Creating the Project Schedule

- Task Durations
- Defining Milestones
- Manual Scheduling and Finish to Start Relationships
- Automatic Scheduling
- Adding Stages to the Timeline
- Identifying the Critical Path
- Working with Constraints and Deadlines
- Recurring Activities
- Referencing Other Files in Tasks

Module 3 - Managing Resources in a Project Plan

- Resource Types
- Work Resources
- Material Resources
- Cost Resources
- Assigning Calendars to Resources
- Resolving Resource Overallocation

Module 4 – Assigning Resources and Levelling

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Assigning Resources, You Do Not Have
- Understanding Resource Levelling
- Creating Resource Chaos
- Understanding Overtime
- The Case Study Resources

Module 5 – Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs

- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Material Costs
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

Module 6 – Constraints and Deadlines

- Understanding Constraints and Deadlines
- Adding a Constraint
- Rescheduling Tasks
- Creating a Deadline

Module 7 – Project Tracking and Controlling

- Creating a Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Understanding the Data Tools
- Basic Data Highlighting
- Applying Filters
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Module 8 – Reporting

- Understanding Graphical Reports
- Running A Report
- Manipulating Report Data
- Filtering Report Data
- Cloning an Existing Report
- Creating A New Report
- Enhancing Report Appearance

## 5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

## 6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

## 7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

## 8. Who Should Attend?

- Existing project managers wishing to get certified in recognition of their skills and experience
- Who wish to train to become accredited project managers?
- New managers interested in understanding the key project management concepts to improve their skills and professional credibility
- Professionals in the Project Management space who desire to learn the content necessary to become a PMI certified PMP credential holder