



Microsoft Project 2016: Advanced

Overview: Having learned the basic features of Microsoft® Project 2016, Microsoft Project 2016: Part 2 covers the advanced knowledge and skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project.

Prerequisites: To ensure success in this course, students 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. This can be accomplished by taking CMC's *Microsoft Project 2016: Introduction* course.

Course Length: One Day

Course Content

Lesson 1: Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Lesson 2: Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Lesson 3: Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Lesson 4: Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Lesson 5: Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans

Appendix A: Extending Project with Macros and Apps