

Project 2016 Objectives for a One-day Course (6 hours)

Introduction to the Project Interface

Setting Up Your Project

- Specifying the Project Start or Finish Date
- Setting up and working with Base Calendars

Setting Up the Task List

- Listing or Importing the Tasks in the Project
- Automatic vs. Manual Scheduling
- Organising Tasks
- Task Durations
- Milestones
- Recurring Tasks
- Linking Tasks and Dependencies
- Lead and Lag Time
- Task Constraints
- Deadlines
- Using Task Inspector
- Adding Task Information

Setting Up the Resources

- Work resources
- Material resources
- Cost Resources
- Define Working Time and Availability for Resources
- Fixed Costs

Project Default Settings and Options

Assign Resources to Tasks

- Assigning Work, Material and Cost Resources
- The Scheduling Formula: Duration, Units and Work
- Task Types
- Effort Driven Scheduling

Critical Tasks and the Critical Path

- Viewing Critical Tasks and Critical Path
- Defining Critical Tasks

Viewing and Controlling Allocation of Resources

- Team Planner
- Manually Resolving Resource Overallocations
- Reassignments
- Specifying Overtime Work to Account for Overallocations
- Levelling Overallocated Resources

Working with Baselines and Interim Plans

Recording Progress Manually and Automatically

- Tracking Progress
- Recording Progress as Planned
- Recording Individual Progress

Changes to the Overall Project

- Moving the Project
- Pausing the Project

Working with Master and Subprojects

Creating and Working with Resource pools

Selecting and Modifying Views

- Gantt Chart
- Network Diagrams
- Calendars
- Tables
- Highlighting
- Grouping
- Sorting
- Filtering

Exporting from Project into other Applications

Setting Up and Printing Reports

Printing Views

Optional

- Customised Field, Formulas and Status Indicators
- Progress Lines