

## Course duration

- 2 days

## Course Benefits

- Learn to publish a plan.
- Learn to navigate and view a plan online.
- Learn to manage risks and issues.
- Learn to manage resources.
- Learn to track progress.

## Course Outline

1. Components of a Project
  1. Project Components
  2. Demo and Exercise Projects Used in This Course
    1. Demo Case Study
    2. Exercise Case Study
2. Getting around Microsoft Project 2016
  1. Starting Project
  2. The Ribbon
    1. Tabs
    2. Groups
    3. Commands
    4. Hiding the Ribbon
  3. The Backstage View
    1. Save, Save as, Open, Close
    2. Info
    3. Recent
    4. New
    5. Print
    6. Save & Send
    7. Help
    8. Options
    9. Exit
  4. Tour of the Quick Access Toolbar
    1. Customizing the Quick Access Toolbar
  5. Basic Formatting
    1. Clipboard Group
3. Calendars
  1. Project Calendar Start Date

1. Setting Project to Auto Schedule New Tasks
  2. Setting the Start Date
2. Creating a Project Calendar
  1. Custom Project Calendars
  2. Connecting a Calendar to a Project
4. Working with Tasks
  1. Creating a Task
    1. Creating Summary Tasks
  2. Entering Durations
  3. Scheduling Tasks
  4. Milestone Tasks
  5. Linking Tasks
  6. Adding Notes to Tasks
5. Creating and Working with Resources
  1. The Resource Sheet
    1. Entering Work Resources
    2. Entering Material Resources
    3. Entering Cost Resources
  2. Assigning Resources to Tasks
6. Managing a Project
  1. Viewing a Project
  2. Reviewing and Making Adjustments to a Project
    1. The Project Timeline
    2. The Project Calendar
    3. Adjusting Tasks
  3. Setting a Baseline
  4. Viewing the Baseline
  5. Recording Progress
  6. Reporting on Projects
7. The Publishing Process
8. Site Navigation
  1. Views
  2. Tasks
  3. Approvals
  4. Status
  5. Time Sheets
9. Risks and Issues
  1. Create
  2. Review
  3. Approve/Reject
10. Building Teams
  1. Creating Teams
  2. Using Teams
11. Tracking Progress Process
  1. Submitting a Timesheet
  2. Approving a Timesheet
  3. Manually Adjusting a Task

## 12. Creating Using Project Web App (PWA) Site

### **Class Materials**

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

#### Follow-on Courses

- [Project Online for Administrators](#)