



# Microsoft Project 2016

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Microsoft Project should be one of the most frequently used tools in your project management toolbox. In this course, you will learn the features and functions of Microsoft Project, so you can use it effectively and efficiently in a real-world environment. Learn how to create a project from scratch; work with task types, scheduling options and constraints; set-up resources, resolve conflicts and pool them for sharing; manage the schedule consistent with the critical path and project baseline; consolidate projects; print project dashboards, views and reports and much more. This course is based on the Microsoft Project 2016/2013 Level 1 and 2 textbooks.

## Who Should Take This Course?

This course is for those with some prior knowledge of project management procedures and practices who would like to apply this knowledge through the use of Microsoft Project as a project management tool. This is a required course for Green River's Project Management Certificate Program.

## Course Objectives

- Navigate and understand the important features of the Microsoft Project environment
- Create a new project schedule from scratch
- Understand and work with task types, scheduling options and task constraints
- Work with resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Print project views, dashboards, and various other kinds of reports
- Work with the Quick Access Toolbar and advanced calendar topics
- Add task notes, and set task deadlines and priorities; and group, sort, filter, highlight and add fixed costs to tasks
- Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items
- Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues
- Use the Task Form, Task Details Form and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views
- Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online and SharePoint
- Use Project data in other applications, and create final reports

## Course Info

- Length: 15 hours
- Format: Classroom instruction, demonstration and exercises
- Prerequisite: good working knowledge of Windows, Word and Excel



## Course Content

### LEVEL 1

Navigate and understand the important features of the Microsoft Project environment

- Setting default options
- Exploring the Project environment

Create a new project schedule from scratch

- Project schedule templates, calendars and workflow
- Tasks, durations and milestones

Understand and work with task types, scheduling options and task constraints

- Task types
- Lag time and lead time
- Task constraints

Work with resources, including scheduling and assignment

- Resource types
- Resource calendars
- Assigning resources

Manage the project schedule in accordance with the critical path and project baseline

- The critical path and the project baseline
- The tracking Gantt chart and updating tasks

Print project views, dashboards, and various other kinds of reports

- Views and dashboards
- Other reports
- Summary: Printing reports

### LEVEL 2

Work with the Quick Access Toolbar and advanced calendar topics

- The Quick Access Toolbar
- Advanced calendar topics

Add task notes, and set task deadlines and priorities; and group, sort, filter, highlight and add fixed costs to tasks

- Task notes, task deadlines and task priorities
- Miscellaneous task features and functions



Group, sort, filter, and highlight resources; set resource working-time exceptions and pool resources for sharing; and create resource budget cost items

- Grouping, sorting, filtering and highlighting resources
- Resource working time and resource pools
- Resource budget cost items

Work with multiple baselines and interim plans, update a project schedule using a status date, and resolve resource conflicts and scheduling issues

- Multiple baselines and interim plans
- Setting and using a status date
- Resolving resource conflicts and scheduling issues
- Delaying a task

Use the Task Form, Task Details Form and Task Name Form; use the Resource Form and Resource Name Form; and understand the Relationship Diagram and compound views

- The Task Form, Task Details Form and Task Name Form
- The Resource Form
- Compound views and the Relationship Diagram

Consolidate projects using Master projects and Subprojects; and work with Project Server, Project Online and SharePoint

- Consolidating multiple projects
- Project Server, Project Online and SharePoint

Use Project data in other applications, and create final reports

- Working with Project data
- Closing out a project

### **Assessment /Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

### **Course Completion Letters**

If your company requires proof of course completion, if you need to document course hours for a certification exam, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.\* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.



## Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (after Part 2 for the Project Management Certificate) as long as attendance\* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at [dss@greenriver.edu](mailto:dss@greenriver.edu); by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit [www.greenriver.edu/student-affairs/disability-support-services.htm](http://www.greenriver.edu/student-affairs/disability-support-services.htm)

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request.

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