



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

## PROJECT 2016 INTRODUCTION – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project 2016 to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information</p>	<ul style="list-style-type: none"> <li>• Start Microsoft Project and identify how it works</li> <li>• Explain some of the key concepts associated with project management</li> <li>• Create a new project file in Project</li> <li>• Enter tasks into a project file</li> <li>• Create relationships between tasks in a project</li> <li>• Add resources, including labour, materials and equipment to a project</li> <li>• Understand and use resource assignment calculations</li> <li>• Assign resources to tasks using a number of different methods</li> <li>• Print various aspects of a project</li> <li>• Obtain help for Project whenever you need it</li> </ul>	<p>Expand their skills and knowledge in using Microsoft Project in order to create new projects, schedules and print effective project information.</p>



COURSE DETAILS	
Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

<p><b>PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS</b></p>	<p><b>REGISTER NOW</b>  <b>07 3000 2148</b>  <b>FIND OUT MORE</b>  <a href="mailto:training@wearepeak.com.au">training@wearepeak.com.au</a>  <a href="http://wearepeak.com.au">wearepeak.com.au</a></p>
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## COURSE ELEMENTS

### GETTING TO KNOW PROJECT 2016

- How Project 2016 Works
- Starting Project in Windows 10
- Understanding the Project Start Screen
- The Project 2016 Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding the QAT
- Working With the QAT
- Working With Project Files
- Exiting From Project 2016

### PROJECT MANAGEMENT

- Tasks and Resources
- The Importance of Planning
- Understanding the Gantt Chart
- Computers and Project Management

### CREATING A NEW PROJECT

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

### CREATING TASKS

- Understanding Tasks
- Understanding Scheduling Icons
- Case Study Tasks
- Reviewing the Project
- Entering Tasks

- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Working in a Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

### SCHEDULING

- Understanding Task Dependencies
- Creating Dependencies
- Automatically
- Creating Dependencies in Task Entry
- Creating Dependencies in Task Information
- Creating Dependencies in a Sheet View
- Modifying a Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path and Project Slack
- Viewing the Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

### RESOURCING A PROJECT

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

### RESOURCING CONCEPTS

- Resource Assignment Calculations
- Task Types and Work Effort

- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

### ASSIGNING RESOURCES

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times for Multiple Assignments
- Problem Assignments
- Assigning Resources in Task Information
- Assigning Resources in a Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

### PRINTING

- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks

### GETTING HELP

- Understanding How Help Works Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Printing a Help Topic
- Other Sources of Assistance