

## **55181A-Microsoft Project 2016: Digging Deeper**

### **Module 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List**

This module explains how to get started with a project.

#### **Lessons**

- Starting a Project

### **Lab 1: Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List**

- Starting a Project

### **Module 2: Advanced Methods for Managing Tasks and Resources**

This module explains how to use advanced methods for managing tasks and resources.

#### **Lessons**

- Managing Tasks and Resources
- Understanding Elapsed versus Actual Time Settings
- Setting Task Constraints
- Splitting and Delaying Tasks
- Using the Task Inspector
- Analyzing Critical Tasks and Critical Path
- Using Lag Time and Lead Time
- Analyzing Task Assignments
- Using the Team Planner
- Using a Resource Pool and Sharing Resources
- Managing Resource Availability and Pay Rates

### **Lab 1: Advanced Methods for Managing Tasks and Resources**

- Change the Task Dependency
- Creating a Task Constraint
- To Split a Task: Using the Gantt Chart View
- Viewing the Task Inspector
- Viewing the Critical Path
- Set Lag Time and Lead Time
- Adding a Note through the Assignment Information Dialog Box
- Displaying a Team Planner and Apply Formatting
- Sharing a Resource Pool

### **Module 3: Managing the Project with Advanced Techniques**

This module explains how to manage projects with advanced techniques in Microsoft Project 2016.

#### **Lessons**

- Using Leveling to Solve Resource Overallocations
- Amending Tasks
- Understanding Baseline and Interim Plans
- Analyzing Project Costs and Creating Budgets
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#### **Lab 1: Managing the Project with Advanced Techniques**

- Using Leveling to Solve Resource Overallocations: Using the Gantt
- To Amend Tasks
- Setting Additional Baselines
- Creating Budgets

### **Module 4: Formatting and Customizing Views**

This module explains how to format and customize views.

#### **Lessons**

- Customize the Gantt Chart
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

#### **Lab 1: Formatting and Customizing Views**

- Customizing the Gantt Chart Using Gantt Chart View
- Creating a Custom View
- Applying Filters
- Using Work Breakdown Structure (WBS) Codes

### **Module 5: Reporting**

This module explains how to use reporting in Microsoft Project 2016.

#### **Lessons**

- Creating Visual Reports
- Editing Reports

### **Lab 1: Reporting**

- Creating Visual Reports
- Editing a Report

### **Module 6: Working with Templates**

This module explains how to work with templates in Microsoft Project 2016.

#### **Lessons**

- Using Subproject within a Project
- Using the Organizer to Maintain Templates

#### **Lab 1: Working with Templates**

- Using Subprojects within a Project
- Using the Organizer