

Document Generated: 12/15/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 1 Hour

Project 2016 Advanced



About this course:

MS Project is the most well-known software of project management in the world. It is utilized worldwide to design muddled activities and execute them easily. It can also be utilized to track projects and assign resources while they're running. MS Project is a software tool for a structure-based project running, planning, and tracking. It is a very famous tool of project management. The students of MS Project will figure out how to design projects of any type, little to enormous.

Individuals who take in MS Project start from the beginning and figure out how to make a stage-based work breakdown structure, resources, constraints, apply spans, and how to follow the project while it functions. You'll learn tips, tricks and how to change MS Project to meet your work style and requirements.

Course Objective:

- The way to develop a phase-based work breakdown structure
- By what method to track the project when it runs.

Audience:

This course is planned for team leads, project managers, team members (resources), or other employees who are responsible for managing and documenting work in projects.

Prerequisite:

No prerequisites for this course.

Course Outline:

Baselines and Tracking Tasks

- Introduction
- Start Date
- Saving Baseline
- Tracking Gantt View
- Percent Complete
- Actual Start-Finish
- Adjusting Work Assignments
- Rescheduling Started Tasks

Reports and Master Projects

- Organizer
- Filter Tasks
- Reports
- Sharing Resources
- Master Projects
- Adding Columns
- Custom Field Pull Downs
- Level Delay Calculations
- Time to Practice