



MICROSOFT TRAINING

55205 A Mastering Microsoft Project 2016

Master Microsoft Project 2016 to efficiently plan, manage, and track complex projects from start to finish.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The 55205 A Mastering Microsoft Project 2016 course is an intensive, intermediate-level program designed for project professionals seeking to maximize their proficiency with Microsoft Project 2016. This course goes beyond the basics, diving deep into advanced functionalities crucial for effective project planning, execution, and monitoring. Participants will learn to expertly manage schedules, allocate resources optimally, track progress against baselines, and generate insightful reports, transforming complex project data into actionable intelligence. This specialized training empowers individuals to streamline project workflows, mitigate risks, and ensure timely and budget-conscious project delivery.

Mastering Microsoft Project 2016 through this course provides a significant professional advantage. It equips you with the practical skills to handle real-world project complexities, from intricate dependencies and resource leveling to cost control and stakeholder communication. By becoming proficient in this industry-standard tool, you'll enhance your decision-making capabilities, improve team collaboration, and ultimately contribute to the successful outcome of projects. This certification is ideal for those looking to solidify their expertise in project management software and advance their careers in project-centric roles.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Project Setup and Structure

- Configuring project options and settings
- Working with custom fields and lookup tables
- Organizing tasks with WBS codes and custom outlines
- Managing multiple projects and master projects
- Linking projects and sharing resources across projects

02 Module 2: Advanced Resource Management and Cost Control

- Setting up advanced resource types and availability
- Resolving resource overallocations using advanced leveling techniques
- Implementing cost resources and fixed costs
- Tracking actual costs versus budgeted costs
- Analyzing project profitability and financial health

03 Module 3: Advanced Scheduling and Baseline Management

- Utilizing advanced task types and constraints
- Optimizing schedules using critical path analysis and slack management
- Setting and updating multiple baselines for comprehensive progress tracking
- Managing interim plans and snapshots
- Analyzing variances from the baseline

04 Module 4: Tracking Progress and Earned Value Management

- Capturing actual work, duration, and cost data
- Understanding and applying Earned Value Management (EVM) metrics
- Interpreting EVM reports (CV, SV, CPI, SPI)
- Forecasting project completion with EAC and ETC

- Updating progress and rescheduling incomplete work

05 Module 5: Custom Reporting and Data Analysis

- Creating and customizing visual reports (Burndown, Cash Flow, Overallocated Resources)
- Using report views and custom tables to analyze data
- Exporting project data to Excel for advanced analysis
- Printing reports and views for stakeholders
- Utilizing filters and groups for targeted data presentation

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Senior Project Manager**
- > **Program Scheduler/Planner**
- > **Project Controls Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience or software knowledge is recommended before enrolling in 55205 A Mastering Microsoft Project 2016?

This is an intermediate-level course. Participants should have a foundational understanding of project management principles and basic familiarity with Microsoft Project 2016's interface and core functionalities, such as creating basic tasks, linking dependencies, and assigning simple resources. Experience with other Microsoft Office applications is also beneficial.

Q: How will mastering Microsoft Project 2016 specifically enhance my ability to manage complex project portfolios and programs?

This course directly addresses advanced concepts for portfolio management by teaching you how to create and manage master projects, link interdependent projects, and share resource pools across multiple projects. You'll learn to consolidate data, analyze critical paths across programs, and generate comprehensive reports for executive-level oversight, significantly improving your ability to coordinate and track larger initiatives.

Q: Does this course cover advanced features like creating custom macros or integrating Microsoft Project 2016 with other enterprise systems?

While this course focuses on mastering the out-of-the-box functionalities of Microsoft Project 2016, including advanced custom fields, views, and reporting, it does not delve into VBA macro development for custom automation or direct integration programming with other enterprise resource planning (ERP) or project portfolio management (PPM) systems. The emphasis is on maximizing the existing powerful features for project control and reporting.

ABOUT COMPUTER PRIDE

**computerpride*****East Africa's Premier IT Training Center***

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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READY TO ENROL?

Take the next step in your technology career.

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