



Microsoft Project (Advanced)- Course Curriculum

Description: Uplatz offers this advanced course on Microsoft Project to help you use this leading project management software to create better project plans, assign resources to tasks, track progress, manage budgets and analyse workloads. The Microsoft Project expert training provides delegates a thorough understanding of the advanced functionality of Microsoft Project 2016. Upon successful completion of the course, the delegates will be able to able to fully understand the concept and working of MSP tool, use complex calendars, consolidate plans, share resources, base plan, track projects and customize Microsoft Project. This Microsoft Project training offers an in-depth explanation of this extensively used project management package. Learn how to make the most of planning and managing projects using Microsoft Project, building on your existing skills and teaching you to make the most of this powerful project management software.

Microsoft Project Content

1. Getting Started

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2. The Stage
3. The Back Stage
4. Views and Tables
5. Project initiation - part 1
6. Project initiation - part 2
7. Tasks and Milestones
8. Linking Tasks
9. More on Linking Tasks
10. Creating Resources
11. Advanced Creating Resources
12. Assigning Resources
13. Applying Cost Tables
14. Units Work Duration
15. Handy Features - revised
16. Critical Path Identification
17. Resource Leveling
18. Base Lining

Editions of Microsoft Project 2016

Microsoft Project has several different editions or versions, based on the needs of the users and organization. Below is a brief overview of the latest versions.

- *Project Standard 2016*: Allows a single-user to easily create modern reports to measure progress and communicate project details effectively with your team and stakeholders.
- *Project Professional 2016*: Includes all the capabilities in Project Standard 2016 as well as collaboration capabilities to quickly start and deliver projects while leveraging the power of Office 365 or SharePoint to work from virtually anywhere. This version integrates Skype for Business to call or instant message team members from Project Professional.
- *Project Online Professional*: Delivers the latest version of Project Professional as a subscription through Office 365. The software is automatically kept up to date (with options for customizable policies) and users on the go can work from the computer of their choice by streaming the complete desktop client with Project on Demand.

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Training Provider for IT and Certification Courses

- *Project Online Essentials*: For use with projects that are managed with Project Online or Project Server. Allows team members to access timesheets, manage tasks, add issues and risks, and collaborate from anywhere.
- *Project Online Premium*: Provides a flexible online solution for project portfolio management (PPM) and everyday work. Delivered through Office 365, Project Online enables organizations to get started, prioritize project portfolio investments and deliver the intended business value—from virtually anywhere on nearly any device.
- *Project Server 2016*: A flexible, on-premises solution for project portfolio management (PPM) and everyday work. Team members, project participants, and business decision makers can get started, prioritize project portfolio investments and deliver the intended business value from virtually anywhere. This version requires SharePoint 2016, which is licensed separately.

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