



*Training Course:  
Microsoft Project 2016*

*17 - 21 June 2024  
Geneva (Switzerland)*

## Training Course: Microsoft Project 2016

Training Course code: IT235237 From: 17 - 21 June 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5775 € Euro

### Introduction

Microsoft Project 2016 is a powerful project management tool that allows you to plan, execute, and monitor projects effectively. Whether you're new to project management or seeking to enhance your skills with this software, our 5-day training program is designed to provide you with the essential knowledge and skills needed to navigate and utilize Microsoft Project 2016 proficiently. This program is structured to help you master the fundamental concepts and features of the software so that you can effectively plan and manage projects with confidence.

### Objectives

By the end of this training program, participants will be able to:

- Navigate the Microsoft Project 2016 interface and understand its key components.
- Create, manage, and customize project plans according to specific project requirements.
- Establish task dependencies, constraints, and project timelines.
- Effectively manage project resources, allocate tasks, and resolve overallocation issues.
- Set project baselines, track project progress, and generate reports.
- Customize views, tables, and reports to suit project needs.
- Integrate Microsoft Project with other Office applications for enhanced collaboration.
- Apply best practices and tips for successful project management using Microsoft Project 2016.

### Target Audience

This training program is designed for a diverse audience, including:

- Project Managers and Team Leaders: Seeking to enhance their project management skills and effectively use Microsoft Project 2016 to plan and track projects.
- Business Professionals: Looking to learn how to create and manage project plans for various tasks and initiatives.
- Entry-Level Project Managers: Eager to develop a strong foundation in project management principles and the use of Microsoft Project 2016.
- Team Members: Who play a role in project execution and want to understand how to work within a project managed with Microsoft Project.
- Anyone Interested in Project Management: Individuals who want to explore the world of project management and how software tools like Microsoft Project can assist in project planning and execution.

### Training Program Outline

#### Day 1: Introduction to Microsoft Project 2016

- Overview of Microsoft Project 2016
- Installation and setup
- User interface and navigation
- Creating, saving, and opening project files
- Ribbon and Quick Access Toolbar

#### Day 2: Basic Project Planning

- Defining project goals and objectives
- Task creation and task types
- Setting task durations
- Task dependencies and relationships
- Task constraints

#### Day 3: Resource Management

- Adding and managing resources
- Assigning resources to tasks
- Resource leveling
- Overallocation resolution
- Resource costs

#### Day 4: Advanced Planning and Monitoring

- Creating and customizing Gantt charts
- Different views and tables
- Filters and grouping tasks
- Baseline and tracking
- Updating project progress

#### Day 5: Reporting and Collaboration

- Project reports and dashboards
- Customizing and sharing reports
- Integration with Microsoft Office apps
- Collaboration and file sharing
- Best practices and tips for using Microsoft Project 2016

## Registration form on the Training Course: Microsoft Project 2016

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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### Company Information

Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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