

# Project and Portfolio Management Training

## WHY INTEGENT

Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.



Benefits of INTEGENT Training:  
Powerful and Practical



### Benefits

*Powerful (and practical) benefits of Integent training*

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.



### Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.



### Earn PDUs From PMI

Integent is a Global Registered Education Provider for the Project Management Institute (PMI) and authorized to issue Professional Development Units (PDUs) for credit toward meeting the Continuing Certification Requirements related to PMP certification. All Integent project management courses are aligned with PMI.

## Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.



### True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.



### Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

## Microsoft Project 2016 Essentials

Course Number: MP101

Fee: Contact Integent

Duration: 1 day

PDU: 8

Get the essential skills needed to effectively use the powerful functionality of the Microsoft Project scheduling engine every day. You'll learn how to build and manage project schedules in an interactive environment, quickly mastering the best practices that will optimize your use of Microsoft Project 2016. Coursework will begin with an overview of the Project interface, then we'll dive into the steps required to build and execute a successful project schedule: project definition, task, resource and assignment planning, schedule planning, and more.

This course is specifically designed to instruct you on the use of the technology, as well as best-practice schedule development. The course is also a great way to jump-start your skills when they have ceased to progress. After this course, you'll understand the processes of project scheduling and control, and be able to implement those processes in Project Professional. The course includes both lecture

### Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

### Audience

program managers, project managers, project planners, project schedulers and any individuals or teams that need to create, maintain, and track project schedules in Microsoft Project

### Topics

#### Part 1: Get started with Microsoft Project

##### See the new features in Project 2016

- See the new features in Project 2016
- What was new in Project 2013
- What was new in Project 2010

##### Take a guided tour

- Explore the Project interface
- Manage files and set options in the Backstage
- Work with schedule details in views
- Use reports to check a plan's status

#### Part 2: Simple scheduling basics

##### Start a new plan

- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties

##### Build a task list

- Create tasks
- Enter task durations and dates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Switch task scheduling from manual to automatic
- Check a plan's duration and finish date
- Document task information

##### Set up resources

- Set up work resources
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources
- Document resources by using notes

#### Assign resources to tasks

- Assign work resources to tasks
- Control work when adding or removing resources
- Assign cost resources to tasks
- Check the plan after assigning resources

#### Format and share your plan

- Customize a Gantt Chart view
- Add tasks to a Timeline view
- Customize reports
- Copy views and reports
- Print views and reports

#### Track progress: Basic techniques

- Understand progress tracking
- Save a baseline of your plan
- Track a plan as scheduled
- Enter a task's completion percentage
- Enter actual values for tasks