

Creating Power BI Reports for Microsoft Project Online & Server

Course Number: MPOS106

Fee: Contact Integent

Duration: 6 hours

Create reports that convert data and analysis into persuasive reports using Power BI and Microsoft Project Online. In just four hours of class time, even the greenest students will learn how to create stunning interactive reports for their organization. Power BI has the muscle to transform, analyze, and visualize your business intelligence data in different ways. You'll learn how to operate its suite of tools and filters to generate clear, readable charts for presentation and analysis. Discover how to use Power BI features to create an overview dashboard, project dashboard, and resource dashboard with calculated fields, drilldown capabilities, filters, and other powerful Power BI features. Lecture will be supplemented with plenty of hands-on exercises.

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