Microsoft Project 2016 – Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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1.1   General Hardware Requirements for Office Professional Plus 2016

■ **Workstation**

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

1.2   Software Setup Notes

■ **Workstation**

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.4 Ribbon and Tabs** pertaining to **Using Tell Me**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **M161en_data.exe** for this course to install the class data to the **C:\M161en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE	FILE TYPE	USED IN
1Basics	.mpp	Section **1.8 Moving Within a View**, in the exercise **Getting Started**
2Outline	.mpp	Section **2.3 Editing Task Lists**, in the exercise **Editing the Task List**
2Link	.mpp	Section **2.5 Task Dependencies**, in the exercise **Creating Task Dependencies**
2Depend	.mpp	Section **2.7 Task Information**, in the exercise **Modifying Task Dependencies**
3Resource	.mpp	Section **3.3 Assigning Resources**, in the exercise **Adding and Assigning Project Resources**
3ProjCal	.mpp	Section **3.4 Working with Project Calendars**, in the exercise **Working with Project Calendars**
3ResCal	.mpp	Section **3.5 Working with Resource Calendars**, in the exercise **Working with Resource Calendars**
3TaskCal	.mpp	Section **3.6 Working with Task Calendars**, in the exercise **Creating and Applying Task Calendars**
3Costs	.mpp	Section **3.7 Entering Project Costs**, in the exercise **Entering Resource Costs**
4Print	.mpp	Section **4.3 Printing Project Information**, in the exercise **Page Setup and Print Options**
4Report	.mpp	Section **4.3 Printing Project Information**, in the exercise **Previewing a Predefined Report**
5TaskType	.mpp	Section **5.3 Changing Task Types**, in the exercise **Using Task Type Settings**
5Constraint	.mpp	Section **5.4 Task Constraints**, in the exercise **Applying Task Constraints**
5Critical	.mpp	Section **5.7 Formatting the Critical Path**, in the exercise **Formatting the Critical Path**
6Contours	.mpp	Section **6.3 Editing Resource Assignments**, in the exercise **Applying a Preset Contour**
6Locating	.mpp	Section **6.5 Locating Resource Overallocations**, in the exercise **Locating Resource Overallocations**
6Leveling	.mpp	Section **6.6 Resolving Resource Overallocations**, in the exercise **Resolving Resource Overallocations Using Resource Leveling**
6Resolving	.mpp	Section **6.6 Resolving Resource Overallocations**, in the exercise **Resolving Resource Overallocations Manually**

DATA FILE	*FILE TYPE*	*USED IN*
6Baseline	**.mpp**	Section **6.7 Saving the Baseline**, in the exercise **Setting the Baseline**
7Update	**.mpp**	Section **7.3 Updating the Remaining Schedule**, in the exercise **Tracking Project Progress by Updating Tasks**
7Compare	**.mpp**	Section **7.4 Comparing Baseline and Actual Data**, in the exercise **Comparing Baseline and Actual Data**
8Filter	**.mpp**	Section **8.3 Grouping Tasks and Resources**, in the exercise **Sorting, Filtering, and Grouping Project Information**
9Formatting	**.mpp**	Section **9.2 Formatting the Gantt Chart**, in the exercise **Formatting Views**

The **C:\M161en_data** folder may be deleted after the class.

1.4   Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on two seven-hour training sessions. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Getting Started with Project 2013	**95 min**
1.1 Understanding Project Management Concepts	10 min
1.2 Getting Started	10 min
1.3 Application and Project Windows	15 min
1.4 Ribbon and Tabs	10 min
1.5 Creating and Saving Projects	15 min
1.6 Opening and Closing Projects	15 min
1.7 Changing the View	10 min
1.8 Moving Within a View	10 min
Project Creation	**95 min**
2.1 Project Information	15 min
2.2 Creating Task Lists	15 min
2.3 Editing Task Lists	15 min
2.4 Outlining Task Lists	15 min
2.5 Task Dependencies	15 min
2.6 Modifying Task Dependencies	15 min
2.7 Task Information	5 min
Project Resources and Costs	**100 min**
3.1 Project Resources	15 min
3.2 Resource Assignment Concepts	15 min
3.3 Assigning Resources	15 min
3.4 Working with Project Calendars	15 min
3.5 Working with Resource Calendars	15 min
3.6 Working with Task Calendars	15 min
3.7 Entering Project Costs	10 min
Printing Schedule Information	**30 min**
4.1 Page Setup Options	10 min

CHAPTER/SECTION	ESTIMATED TIME
4.2 Previewing Views and Reports	10 min
4.3 Printing Project Information	10 min
Changing Scheduling Methods	**100 min**
5.1 Resource Assignment Concepts	15 min
5.2 Task Type Settings	15 min
5.3 Changing Task Types	15 min
5.4 Task Constraints	15 min
5.5 Identifying Factors Affecting Tasks	15 min
5.6 Defining the Critical Path	15 min
5.7 Formatting the Critical Path	10 min
Resolving Resource Conflicts	**195 min - Day 2**
6.1 Preset Contours	25 min
6.2 Applying Preset Contours	25 min
6.3 Editing Resource Assignments	25 min
6.4 Resource Overallocations	30 min
6.5 Locating Resource Overallocations	30 min
6.6 Resolving Resource Overallocations	30 min
6.7 Saving the Baseline	30 min
Tracking Project Progress	**120 min**
7.1 Tracking Task Progress	30 min
7.2 Updating Tasks	30 min
7.3 Updating the Remaining Schedule	30 min
7.4 Comparing Baseline and Actual Data	30 min
Sorting, Filtering and Grouping	**65 min**
8.1 Sorting Views	20 min
8.2 Filtering Views	20 min
8.3 Grouping Tasks and Resources	25 min
Formatting the Project Environment	**40 min**
9.1 Formatting Views	20 min
9.2 Formatting the Gantt Chart	20 min