

 uCertify

# Course Outline

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**Managing Projects with  
Microsoft Project 2016**



Lesson



Practice test



Lab

10 Nov 2019

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## 1. Course Objective

Gain hands-on expertise to pass the Microsoft 74-343 exam with the Managing Projects with the Managing Projects with Microsoft Project 2016 course and lab. The lab is cloud-based, device-enabled, and can be easily integrated with an LMS. Interactive chapters comprehensively cover the MOS Project 74-343 exam objectives and provide skills in the features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment. The course and lab also cover the critical knowledge that a project manager needs to create a project plan.

## 2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

## 3. Exercises

There is no limit to the number of times learners can attempt these. Exercises come with detailed remediation, which ensures that learners are confident on the topic before proceeding.

40  
EXERCISES

## 4. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

110  
QUIZZES

## 5. Flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.

254  
FLASHCARDS

## 6. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



### 7. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

### 8. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

## 9. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assignments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

## 10. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 5 years:

- **2014**
  1. Best Postsecondary Learning Solution
  
- **2015**
  1. Best Education Solution
  2. Best Virtual Learning Solution
  3. Best Student Assessment Solution
  4. Best Postsecondary Learning Solution
  5. Best Career and Workforce Readiness Solution
  6. Best Instructional Solution in Other Curriculum Areas
  7. Best Corporate Learning/Workforce Development Solution
  
- **2016**
  1. Best Virtual Learning Solution
  2. Best Education Cloud-based Solution

3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

- **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

- **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

## 11. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

### Syllabus

Chapter 1: Project 2016 as an Enabling Tool for Project managers



- Why Do People Think Project Is Hard to Use?
- When to Use Project
- Strategic Importance of Project 2016
- Improving Results with a Proven, Effective Approach
- Summary

### Chapter 2: Mapping the Project-Management Process Groups to Microsoft Project 2016

- Mapping Project to Your Methodology Will Increase Effectiveness
- An Overview of the PM Process Groups
- Summary

### Chapter 3: Overview of Enterprise Project Management

- What Is EPM?
- EPM as a Central Repository for Resources and Projects
- Understanding Roles within EPM
- Summary

### Chapter 4: Getting Started and Setting Up the Microsoft Project Environment

- Getting Started, and Moving Around Project
- Key Options and Settings You Need to Know About
- Working with Calendars
- Summary

## Chapter 5: Creating and Entering the Work Breakdown Structure and Task Arrangement

- What Is a WBS, and Why Is It Important?
- Entering Your WBS: Phases, Tasks, and Milestones
- Managing Your WBS
- Summary

## Chapter 6: Estimating and Entering Duration or Work

- Estimating Duration vs. Estimating Work—What's the Difference?
- Program Evaluation and Review Technique
- Summary

## Chapter 7: Setting Dependencies and the Critical Path

- Understanding Dependencies

- Using Constraints and Deadlines
- Understanding and Viewing the Critical Path
- Summary

## Chapter 8: Assigning Resources and Costs

- Setting Up Your Resource Pool
- Assigning Resources and Costs
- Analyzing Resource Usage and Resource Leveling
- Summary

## Chapter 9: Understanding the Calculation Engine for Automatic Scheduling

- Six Factors that Drive the Calculation of Time (Dates and Duration) for Automatic Scheduling
- Four Factors that Affect the Calculation of Cost
- Switching from Manual Scheduling to Automatic Scheduling
- Summary

## Chapter 10: Understanding Views

- Understanding Major View Components

- Task Views
- Resource Views
- Summary

## Chapter 11: Using Tables and Custom Fields

- Creating Custom Fields
- Using Tables and Creating Custom Tables
- Summary

## Chapter 12: Using Filters, Groups, and Sorts

- Using Filters and Highlights
- Using Groups
- Using Sorts and Auto-filters
- Summary

## Chapter 13: Creating Custom Views, Formatting, and Reporting

- Setting Dependencies
- Creating Custom Views

- Formatting Text and Bar Styles
- Sharing and Sending Project Information and Reports
- Summary

### Chapter 14: Creating Master Schedules with Inserted Projects

- Creating Master Schedules
- Critical Path Across Projects
- Reporting and Analyzing Across Projects
- Summary

### Chapter 15: Setting and Maintaining Baselines

- Understanding and Setting Baselines
- Viewing Baselines
- Maintaining Baselines
- Summary

### Chapter 16: Updating and Tracking Status

- Understanding and Entering Percent Complete

- Understanding and Entering Actuals
- Summary

### Chapter 17: Variance Analysis and Taking Corrective Action

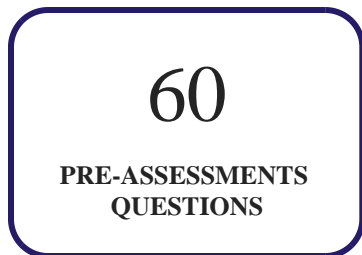
- Understanding Variance
- Analyzing Variance and Taking Corrective Action
- Earned-Value Analysis
- Summary

### Chapter 18: What's new in Project 2013 and 2016

## 12. Practice Test

uCertify provides full length practice tests. These tests closely follow the exam objectives and are designed to simulate real exam conditions. Each course has a number of test sets consisting of hundreds of items to ensure that learners are prepared for the certification exam.

## Here's what you get



## Features

### Full Remediation

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

### Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

### Learn, Test and Review Mode

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

## 13. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

## Lab Tasks

- Changing Timeline text styles
- Entering a WBS element
- Turning off the estimated duration feature
- Opening a split-screen view with details
- Setting a priority for a task
- Defining the project start date
- Activating the Calendar view
- Allowing for text wrapping
- Applying the Milestones filter
- Turning off the auto-filter
- Formatting one line item at a time
- Creating a new master project file
- Applying the Tracking Gantt view
- Changing the format of the current date
- Applying the cost table with a split view



## Here's what you get



### 14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

Have Any Query? We Are Happy To Help!

### GET IN TOUCH:

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