

Microsoft® Project 2016: Level 1

Course Specifications

Course Length:

1 day

Course Description

Overview:

Welcome to *Microsoft® Project 2016: Part 1*. This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016 so you can use it effectively and efficiently in a real-world environment.

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 during the planning phase of a project. In other words, if your supervisor assigns you to lead a project, this course will enable you to draft a project plan with Project 2016 and share it with your supervisor (and others) for review and approval.

Course Objectives:

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016.

You will:

- Identify project management concepts and navigate the Project 2016 environment.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan.
- Finalize a project plan.

Course Content

Lesson 1: Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

Topic A: Create a New Project Plan

Topic B: Define a Project

Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Import Tasks From Other Programs

Topic C: Create a Work Breakdown Structure

Topic D: Define Task Relationships

Topic E: Schedule Tasks

Lesson 4: Managing Project Plan Resources

Topic A: Add Resources to a Project Plan

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan