

Microsoft Project Level 1



Overview

Training Day: 2

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional so they can use it effectively and efficiently in a real-world environment.

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

