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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Project 2016: Part 1



About this course:

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 Objective:

After completing this course, students will be able to:

- 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.

Audience:

This course is intended for:

- A person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

Prerequisites:

- To ensure your success in this course, you should have basic project management knowledge and skills.

Suggested prerequisites courses:

- [Principles of Project Management \(MS-50220\)](#)
- [Implementing and Managing Windows 10 \(MS-20697-1\)](#)

Course Outline:

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

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