



# Microsoft® Project 2016 Level 1

## Course Description:

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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

**Course Objectives:** You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

- 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.

**Target Student:** This course is designed for a person who understands project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

**Prerequisites:** Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have:

- An understanding of project management concepts
- A basic knowledge of Microsoft® Word and Microsoft® Excel

## Course Outline

### Getting Starting Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016 Environment

### Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

### Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks from Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

### Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

### Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan