



Microsoft® Project 2019 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 addresses the features of Microsoft's Project application, which is specifically designed to address the needs of project managers in corporate environments. You will benefit most from this course if you have at least some prior knowledge of project management procedures and practices. It is intended to support you in applying this knowledge through the use of Microsoft Project as a project management tool.

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.

- Navigate and understand the important features of the Microsoft Project Environment
- Create a new project schedule from scratch
- Understand and work with task types, scheduling options, and task constraints
- Work with resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Print project views, dashboards, and various other kinds of reports

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	
<p>Fundamentals Module A: Setting default options Module B: Exploring the Project environment</p> <p>Starting a new project schedule Module A: Project schedule templates, calendars, and workflow Module B: Tasks, durations, and milestones</p> <p>Task types, effort-driven scheduling, and task constraints Module A: Task types Module B: Lag time and lead time Module C: Task constraints</p>	<p>Working with resources Module A: Resource types Module B: Resource calendars Module C: Assigning resources</p> <p>Managing the project schedule Module A: The critical path and the project baseline Module B: The tracking Gantt chart and updating tasks</p> <p>Printing reports Module A: Views and dashboards Module B: Other reports Summary: Printing reports</p>