
Microsoft Project 2016 – Part 1

Course Content

In this 1-day course, students will learn to create and participate in the management of a project using Microsoft Project 2016.

Lessons include identifying project management, as well as basic navigation and understanding of the interface. We'll create and define a new project plan. Create tasks, manage resources in a project plan, and more.

We'll begin with some introductory project management concepts and begin defining a project then end the day by finalizing the project

The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

Lessons include the following:

- Getting Started
 - 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
 - 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