



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Project 2021: Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course is designed to familiarize participants with the basic features and functions of Microsoft Project so they can use it effectively and efficiently in a real-world environment. The course covers the critical knowledge and skills a project manager needs to create a project plan with Project during the planning phase of a project. In other words, this course will enable participants to draft a project plan with Project and share it with their supervisor (and others) for review and approval, if they are assigned to lead a project.

Target Audience

This course is intended for:

- Persons who will be responsible for creating and maintaining project plans.

Prerequisites

To attend this course, candidates must have completed the following courses or have the equivalent knowledge and experience:

- *Using Microsoft® Windows® 10*
- *Microsoft® Office Word: Part 1 (any current version)*
- *Microsoft® Office Excel®: Part 1 (any current version)*
- *Project Management Fundamentals*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.



Microsoft Partner

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Course Topics

Module 1: Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate in the Microsoft Project Desktop Environment

Module 2: Defining a Project

- Create a New Project Plan File
- Set Project Plan Options
- Assign a Project Calendar

Module 3: Adding Project Tasks

- Add Tasks to a Project Plan
- Enter Task Duration Estimates

Module 4: Managing Tasks

- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Module 5: Managing Project Resources

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

Module 6: Finalizing a Project Plan

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

Appendix A: Navigating in the Microsoft Project Online Environment

ACTIVITIES INCLUDED



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