



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

# Microsoft® Project® 2019-2024/365: Part 1

**Duration: 1 Day**

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

## Course Description

This course introduces the basic features and functions of Microsoft Project. It helps participants manage projects effectively in real-world settings. The course focuses on creating a project plan during the planning phase. It prepares participants to draft and share a project plan for review and approval. The content applies to any of the current desktop versions of Microsoft Project, though the classroom environment uses Project 2021.

**NOTE:** The Project desktop app is available through two licensing options, both of which include Project Online:

- **Cloud-based subscription:** *Project Plan 3 or 5*
  - Microsoft Project is not included in the Microsoft 365 plans. A separate subscription plan is required.
- **On-premises solution:** *Project Professional 2021*

## Target Audience

This course is intended for:

- Professionals who manage projects and need to be able to use Microsoft Project to create basic project plans.

## Prerequisites

To attend this course, candidates must have:

- Basic knowledge and skills using the Microsoft® Windows® operating system, preferably the latest version.
- Some experience and competency with Microsoft 365 applications, especially Word and Excel®.
- Foundational understanding of project management concepts.

**OR**



**Microsoft** Partner

**Tel:** 876-978-1107 / 876-978-1486

**WhatsApp:** 876-978-9353

**E-Mail:** [training@RWTTs.com](mailto:training@RWTTs.com) | **Website:** [www.RWTTs.com](http://www.RWTTs.com)





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

## Prerequisites *Continued*

- Completed any of the following courses to attain the requisite knowledge and skills:
  - *Using Microsoft® Windows® 10*
  - *Microsoft® Office Word: Part 1 (**any current version**)*
  - *Microsoft® Office Excel®: Part 1 (**any current version**)*
  - *Project Management: Fundamentals of Predictive and Adaptive Methods*

## 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.
- Optimize and share a project plan.

## 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
- 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: Using Project in the Cloud

## ACTIVITIES INCLUDED



**Microsoft** Partner

**Tel:** 876-978-1107 / 876-978-1486

**WhatsApp:** 876-978-9353

**E-Mail:** [training@RWTTTS.com](mailto:training@RWTTTS.com) | **Website:** [www.RWTTTS.com](http://www.RWTTTS.com)

