



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

Microsoft® Project 2016: Part 1

Duration: 1 Day

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

Course Description

Welcome to Microsoft® Project 2016: Part 1. 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.

Target Audience

This course is intended for:

- Persons with an understanding of project management concepts and who is responsible for creating and maintaining project plans.

Prerequisites

To attend this course, candidates must have:

- Completed the Project Management Fundamentals course or have basic project management knowledge and skills
- Basic knowledge and skills for using any current Windows® operating system—preferably Windows 10 or completed one of the following courses:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10 Transition from Windows® 7
- Competency in using other Microsoft Office applications—preferably Office 2016 or completed one of the Office courses



Course Objectives

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

- 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.

Course Topics

Module 1: Getting Started with Microsoft Project

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

Module 2: Defining a Project

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

Module 3: 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

Module 4: 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

Module 5: Finalizing a Project Plan

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

ACTIVITIES INCLUDED