
Project2016 Basic Course Outline

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.

Lesson 1: Getting Started with Microsoft Project

- Topic A: Identify Project Management Concepts
- Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

- Topic A: Create a New Project Plan
- Topic B: Define a Project
- Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

- Topic A: Add Tasks to a Project Plan
- Topic B: Import Tasks from Other Programs
- Topic C: Create a Work Breakdown Structure
- Topic D: Define Task Relationships
- Topic E: Schedule Tasks

Lesson 4: Managing Project Plan Resources

- Topic A: Add Resources to a Project Plan
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan

Total 7.0h