

Project 2016 - Part 1

Course Overview

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This is a 1-day class

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment. NOTE: This course will earn you 7 PDUs.

Who Should Attend

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

Course Objectives

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016. You will: 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 Outline

1 Getting Started with Microsoft Project

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

2 Defining a Project

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

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

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

5 Finalizing a Project Plan

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