

Microsoft Project 2016: Part 1

Course Summary

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.

Objectives

After taking this course, students will be able to:

- Create and engage in basic management of a project using Microsoft Project Professional 2016.
- 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.

Topics

- Getting Started with Microsoft Project
- Defining a Project
- Creating and Organizing Tasks
- Managing Project Plan Resources
- Finalizing a Project Plan

Audience

This course is designed for project managers who need to create a project plan with Project 2016 during the planning phase of a project.

Prerequisites

To ensure your success in this course, you should have basic project management knowledge and skills. The Project Management Fundamentals (Second Edition course (PT3356) can help you in meeting this requirement.

You should also have basic knowledge and skills for using any current Windows operating system—preferably Windows 10. The following courses can help you meet this requirement:

- Using Microsoft Windows 10 (PT9854)
- Microsoft Windows 10: Transition from Windows 7 (PT9855)

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016. You can take any of the Office 2016 course offerings to attain the requisite knowledge and skills.

Duration

One day

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Course Outline

- I. *Getting Started with Microsoft Project***
 - A. Identify Project Management Concepts
 - B. Navigate the Microsoft Project 2016 Environment

- II. *Defining a Project***
 - A. Create a New Project Plan
 - B. Define a Project
 - C. Assign a Project Calendar

- III. *Creating and Organizing Tasks***
 - A. Add Tasks to a Project Plan
 - B. Import Tasks From Other Programs
 - C. Create a Work Breakdown Structure
 - D. Define Task Relationships
 - E. Schedule Tasks

- IV. *Managing Project Plan Resources***
 - A. Add Resources to a Project Plan
 - B. Create a Resource Calendar
 - C. Enter Costs for Resources
 - D. Assign Resources to Tasks
 - E. Resolve Resource Conflicts

- V. *Finalizing a Project Plan***
 - A. Optimize a Project Plan
 - B. Set a Baseline
 - C. Share a Project Plan