

Microsoft Project 2016: Part 1

Modality: Virtual Classroom

Duration: 1 Day

About this course:

The Microsoft Project 2016 - Part 1 focuses on the basics of the software, it aims to teach you about the functions and features of the Project that you can implement in a real-world environment.

The course covers all the critical aspects of the project that will prove to be efficient and effective for a project manager who needs to make a powerful project plan to ensure a streamlined process. In short, if your lead assigns you as the project planner, then this course will make you eligible enough to draft an effective project plan.

Course Objective:

At the end of this course, candidates will be able to:

- Understand project management concepts and use Microsoft Project 2016
- Devise and design a project plan
- Organize, create and assign tasks
- Create a resource allocation program
- Finalize an efficient project plan

Audience:

The target audience for this course is:

- An individual who has a basic concept of project management and is already working in an environment where he/she deals with project plans. Part one of this course will enable a person to create and maintain project plans using Microsoft Project 2016.

Prerequisites:

A candidate must possess basic project management skills and should have a clear understanding of its fundamentals.

Suggested prerequisites courses:

We recommend the following courses as pre-requisites:

- [Principles of Project Management \(MS-50220\)](#)
- [Implementing and Managing Windows 10 \(MS-20697-1\)](#)

Course Outline:

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