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Microsoft Project 2016: Part 1



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

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