

## **Microsoft Project 2016: Part 1**

**Modality:** Virtual Classroom

**Duration:** 1 Day

**SUBSCRIPTION:** Master, Master Plus

### **About this course:**

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.

### **Course Objective:**

After completing this course, students will be able to:

- 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.

### **Audience:**

This course is intended 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.

### **Prerequisites:**

- To ensure your success in this course, you should have basic project management knowledge and skills.

### **Suggested prerequisites courses:**

- [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**