

# **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