

Project 2016 - Part 1

Overview

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

Prerequisites

- Microsoft Windows 10: Transition from Windows 7
- Using Microsoft Windows 10

Prerequisite Comments

To ensure your success in this course, you should have basic project management knowledge and skills. You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10. Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016.

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Target Audience

This course is designed 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.

Course Objectives

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016. You will:

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.

Course Outline

1 - Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate the Microsoft Project 2016 Environment

2 - Defining a Project

Topic A: Create a New Project Plan

Topic B: Define a Project

Topic C: Assign a Project Calendar

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

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

5 - Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Project 2016 - Part 2
- 55205 Mastering Microsoft Project 2016