Microsoft® Office Project® 2016: Introduction

Course Duration:
1 day

Course Description

Overview:
Welcome to Microsoft® Project 2016: Part 1. 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 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.

Prerequisites:
To ensure your success in this course, you should have basic project management knowledge and skills. The following Logical Operations course can help you in meeting this requirement: *Project Management Fundamentals (Second Edition)*.
You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10. The following Logical Operations courses can help you meet this requirement:
- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10 Transition from Windows® 7*

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016. You can take any of the Office 2016 course offerings from Logical Operations to attain the requisite knowledge and skills.

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

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Course Content

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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