COURSE SYLLABUS

Microsoft Project Level I (Self-Paced)

A beginner course in Microsoft Project Professional covering tasks, resources, and baselines.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/microsoft-project-level-i-self-paced



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Course Outline

Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project Environment

Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks From Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan