

# Microsoft Project Level I

Learn to manage projects more efficiently, track costs, and allocate resources in Microsoft Project, and review essential project management concepts in this class for PC users.

Group classes in NYC and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto:corporate@nobledesktop.com) or visit: <https://training-nyc.com/courses/project-level-i>



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## Course Outline

### Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016 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