

Microsoft Project Level I

This beginner Microsoft Project class 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. When you are finished with this class, you will be able to manage projects more efficiently, track costs, and allocate resources. This class is perfect for those who have multiple projects that need management, those who want to increase efficiencies, and those who need to better manage project costs and resources.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/project-level-i or email contact@nyimtraining.com

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