



Microsoft Project 2016: Introduction

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

Prerequisites: To ensure your success in this course, students should have basic project management knowledge and skills and be familiar with using MS Office applications and comfortable in the Windows 8 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Project

Identify Project Management Concepts
Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

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

Lesson 3: 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

Lesson 4: 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

Lesson 5: Finalizing a Project Plan

Optimize a Project Plan
Set a Baseline
Share a Project Plan