

Course Name	Microsoft Project 2016 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>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.</p> <p>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.</p> <p>Audience profile This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. The course will give the student a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.</p>
Course Outcome	<p>In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016.</p> <p>You will:</p> <ul style="list-style-type: none"> • 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.
Course Details	<p>Lesson 1: Getting Started with Microsoft Project</p> <p>Topic A: Identify Project Management Concepts Topic B: Navigate the Microsoft Project 2016 Environment</p> <p>Lesson 2: Defining a Project</p> <p>Topic A: Create a New Project Plan Topic B: Define a Project Topic C: Assign a Project Calendar</p>

	<p>Lesson 3: Creating and Organizing Tasks</p> <p>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</p> <p>Lesson 4: Managing Project Plan Resources</p> <p>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</p> <p>Lesson 5: Finalizing a Project Plan</p> <p>Topic A: Optimize a Project Plan Topic B: Set a Baseline Topic C: Share a Project Plan</p>
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