

Microsoft Project 2019/2021: Part 1

Summary

Length: 8 hours Level: Foundational

Welcome to Microsoft Project 2019/2021: Part 1. This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment. This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 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 and share it with your supervisor (and others) for review and approval.

Learning Objectives

In this course, you will be able to construct basic project plans using Microsoft Project.

You will:

Identify project management concepts and navigate Microsoft Project Professional.

Create a new project plan.

Add tasks to a project.

Manage task relationships within a project.

Manage project resources.

Finalize a project plan.

Course Outline

1. **Getting Started with Microsoft Project**

Topic A- Identify Project Management Concepts

Topic B- Navigate in the Microsoft Project Desktop Environment

2. **Defining a Project**

Topic A- Create a New Project Plan File

Topic B- Set Project Plan Options

Topic C- Assign a Project Calendar

3. **Adding Project Tasks**

Topic A- Add Tasks to a Project Plan

Topic B- Enter Task Duration Estimates

4. **Managing Tasks**

Topic A- Create a Work Breakdown Structure

Topic B- Define Task Relationships

Topic C- Schedule Tasks

5. **Managing Project Resources**

Topic A- Add Resources to a Project

Topic B- Create a Resource Calendar

Topic C- Enter Costs for Resources

Topic D- Assign Resources to Tasks

Topic E- Resolve Resource Conflicts

Topic A- Optimize a Project Plan

Topic B- Set a Baseline

Topic C- Share a Project Plan

Audience

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

Prerequisites

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft Windows operating system - preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft Office applications, particularly Word and Excel, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.