Microsoft Project 2019/2021: Part 1

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.

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

6 - FINALIZING A PROJECT PLAN

- Topic A: Optimize a Project Plan
- Topic B: Set a Baseline
- Topic C: Share a Project Plan