Microsoft Project Level I

In this introductory MS Project course, you'll learn the basics of project management and Microsoft Project. Microsoft designed Project to manage project plans from start to finish. By the end of Microsoft Project Level I, you'll be able to create a project, organize tasks, and finalize a project plan.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/project-level-i

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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