

# Microsoft Project Level I

Covers the basic skills, including: identifying the basic features and components of the Microsoft Project environment, creating a new project plan file and entering project information, managing tasks by organizing tasks and setting task relationships, managing resources for a project and finalizing a project plan.

## 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

## Contact

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☎ 212-684-5151    ✉ [nyc@careercenters.com](mailto:nyc@careercenters.com)    🌐 [www.careercenters.com](http://www.careercenters.com)