MICROSOFT PROJECT 2016: BASIC AND INTERMEDIATE

MICROSOFT® PROJECT 2016: BASIC AND INTERMEDIATE

COURSE DURATION:

2 days

OVERVIEW:

Welcome to Microsoft® Project 2016 . 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.

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.

COURSE OBJECTIVES:

In this course, you will learn to create and engage in basic management of a project usingMicrosoft Project Professional 2016.

You will:

- 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.

TARGET STUDENT:

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 plan

To ensure your success in this course, you should have basic project management knowledge andskills. The following Logical Operations course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

Finally, you should have competency in using other Microsoft Office applications—preferably Office 2016. You can take any of the Office 2016 course offerings from Logical Operations to attainthe requisite knowledge and skills.

COURSE CONTENT

Lesson 1: Getting Started with Microsoft Project

- Topic A: Identify Project Management Concepts
- Topic B: Navigate the Microsoft Project 2016 Environment

Lesson 2: Defining a Project

- Topic A: Create a New Project Plan
- Topic B: Define a Project
- Topic C: Assign a Project Calendar

Lesson 3: Creating and Organizing Tasks

- 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

Lesson 4: Managing Project Plan Resources

- 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

Lesson 5: Finalizing a Project Plan

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

MICROSOFT PROJECT 2016: BASIC AND INTERMEDIATE

TENTATIVE PROGRAMME

DAY 1

8.30am – 9.00am   - Online registration

9.00am – 10.00am   - **Lesson 1: Getting Started with Microsoft Project**

10.00am – 10.30am - Breakfast

10.30am – 12.30pm - **Lesson 2: Defining a Project**

12.30pm – 2.00pm - Lunch break

2.00pm – 5.00pm   - **Lesson 3: Creating and Organizing Tasks**

5.00pm   - Class dismiss

DAY 2

9.00am – 10.00am - **Lesson 4: Managing Project Plan Resources**

10.00am – 10.30am - Breakfast

10.30am – 12.30pm - **Lesson 5: Finalizing a Project Plan**

12.30pm – 2.00pm - Lunch break

2.00pm – 5.00pm   - **Lesson 6: Assessment and Practice**

5.00pm   - Class dismiss and certification award