Microsoft Project 2016 Basic (Level I)

Course Description: Microsoft Project helps you easily plan projects and collaborate with others. Stay organized and keep your projects on track with the only project management system designed to work seamlessly with other Microsoft applications and cloud services. Always know how your tasks come together and identify which tasks are the most critical to your project’s success.

Course Objectives Students will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Students will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project.

PART I

**Unit 1:** Getting started

Topic A: Project management concepts

Topic B: The Project window

Topic C: Project files

**Unit 2:** Tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: The Work Breakdown Structure

**Unit 3:** Task scheduling

Topic A: Task links

Topic B: Task relationships

Topic C: Task options

Part II

**Unit 4:** Resource management

Topic A: The base calendar

Topic B: Resources and calendars

Topic C: Sharing Resources

**Unit 5:** Filters, groups, and sorting

Topic A: Filters

Topic B: Groups

Topic C: Sorting tasks and resources

**Unit 6**: Finalizing the task plan

Topic A: Finalizing schedules

Topic B: Handling resource conflicts