

Gearing You For Growth

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Microsoft Project 2016 (Level 1)

Course Overview

Welcome to Microsoft Project 2016 (Level 1). This course is designed to familiarise delegates with the basic features as well as functions of Microsoft Project Professional 2016 so they 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 the delegate to lead a project, this course will enable the delegate to draft a project plan with Project 2016 as well as share it with your supervisor (and others) for review and approval.

Target Audience

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 delegates a fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.

Prerequisites

Delegates enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts. Courses that help fulfill this requirement include:
 - Project Management Fundamentals (second edition).
- Basic end-user skills with any current Windows operating system.

Duration

- 1 Day



Course Outline

Module 1: Getting started with Microsoft Project

- Identify project management concepts.
- Navigate the Microsoft Project 2016 environment.

Module 2: Defining a project

- Create a new project plan.
- Define a project.
- Assign a project calendar.

Module 3: Creating and organising tasks

- Add tasks to a project plan.
- Import tasks from other programs.
- Create a work breakdown structure.
- Define task relationships.
- Schedule tasks.

Module 4: 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.

Module 5: Finalising a project plan

- Optimise a project plan.
- Set a baseline.
- Share a project plan.