



## Microsoft® Project 2016: Level 1

### Training Course Content

**Course Objective:** This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment. Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

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

**New Features:** With Project 2016, you can leverage multiple timelines to illustrate different phases or categories of work, as well as set the start and end dates for each timeline separately. If you are working with Project Professional 2016 or Project for Office 365, connected to Project Online, you can take advantage of better control over resource scheduling. Identify features or actions you want to perform quickly using Tell Me.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

### 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