



Project 2016 Level 1 Course Content

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Course Objectives:

- Understand the basic purpose and operation of the software, and work with windows, Ribbon tabs and buttons, and views.
- Create a new project and create, edit, and outline a task list, as well as establish dependencies by linking tasks.
- Add and assign resources to a project, work with project calendars, and enter project costs, such as standard, variable, and fixed costs.
- Apply page setup options, create headers and footers, insert page breaks, and preview and print project information.
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path.
- Apply preset and custom contours, edit resource assignments, identify and resolve resource overallocations, and set and modify a baseline.
- Track the progress of a project, update tasks and the schedule, and compare baseline and actual data.
- Sort, filter, and group views; format views and format the Gantt Chart.

This course is for students who are new to Microsoft Project and need to understand how to use this tool to manage a simple project.

Course Content:

Getting Started with MS Project	Understanding Project Management Concepts Creating & Saving Projects; Opening & Closing Projects Changing Views; Moving within a View
Project Creation / Tasks	Project Information Creating / Editing Tasks and Task Lists Setting and Editing Task Dependencies
Project Resources and Costs	Creating & Assigning Resources Working with Project, Resource & Task Calendars Entering Project Costs
Project Scheduling	Task Types & Constraints Identifying the Critical Path Printing Schedule Information
Resolving Resource Conflicts	Applying Preset Contours Editing Resource Allocations & Handling Overallocations Saving the Baseline
Tracking Project Progress	Updating Tasks Comparing Baseline & Actual Document Protection
Sorting, Filtering, Grouping & Formatting	Sorting / Filtering / Formatting Views; Grouping Tasks