

# MICROSOFT PROJECT 2019 - LEVEL 1

Course Code: 101125

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2019

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 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 and share it with your supervisor (and others) for review and approval.

**Note :** This course is for anyone who has Project on the desktop, regardless of whether they purchased an “on-premise” edition or subscribed to a “cloud-based” (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix.

## What You'll Learn

In this course, students will learn to create and engage in basic management of a project using Microsoft Project Professional.

Students will:

- Identify project management concepts and navigate the Microsoft Project Professional.
- Create and define a new project plan.
- Create and organize tasks.
- Manage resources in a project plan
- Finalize a project plan.

## Who Needs to Attend

This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans.

## Prerequisites

Students enrolling in this class should have the following:

- A general introductory-level understanding of project management concepts
- End-user skills with the current Windows operating system.
- Proficient skills using Microsoft Office products

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CLASSROOM LIVE

\$390 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Getting Started with Microsoft Project**

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

### **Lesson 2: Defining a Project**

- Topic A: Create a New Project Plan File
- Topic B: Set Project Plan Options
- Topic C: Assign a Project Calendar

### **Lesson 3: Adding Project Tasks**

- Topic A: Add Tasks to a Project Plan
- Topic B: Enter Task Duration Estimates

### **Lesson 4: Managing Tasks**

- Topic A: Create a Work Breakdown Structure
- Topic B: Define Task Relationships
- Topic C: Schedule Tasks

### **Lesson 5: Managing Project Resources**

- Topic A: Add Resources to a Project
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

## **Lesson 6: Finalizing a Project Plan**

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

Appendix A: Navigating in the Microsoft Project Online Environment

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VIRTUAL CLASSROOM LIVE

\$390 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Getting Started with Microsoft Project**

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

### **Lesson 2: Defining a Project**

- Topic A: Create a New Project Plan File
- Topic B: Set Project Plan Options
- Topic C: Assign a Project Calendar

### **Lesson 3: Adding Project Tasks**

- Topic A: Add Tasks to a Project Plan
- Topic B: Enter Task Duration Estimates

### **Lesson 4: Managing Tasks**

- Topic A: Create a Work Breakdown Structure
- Topic B: Define Task Relationships
- Topic C: Schedule Tasks

### **Lesson 5: Managing Project Resources**

- Topic A: Add Resources to a Project
- Topic B: Create a Resource Calendar
- Topic C: Enter Costs for Resources
- Topic D: Assign Resources to Tasks
- Topic E: Resolve Resource Conflicts

## **Lesson 6: Finalizing a Project Plan**

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

Appendix A: Navigating in the Microsoft Project Online Environment



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PRIVATE GROUP TRAINING

1 Day

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