Microsoft 365 w/Teams, SharePoint & OneDrive

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

Overview

Welcome to *Microsoft® Project® 2019/2021/365: Part 1*. This course is designed to familiarize you with the basic features and functions of Microsoft Project so you can effectively and efficiently manage projects in a real-world environment.

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

The subject of this course is the Microsoft Project desktop app. A brief description of the Project for the web and the Project Online apps is presented in the Appendix.

Note: You can procure a license for the Project desktop app in one of two ways: purchasing a cloud-based subscription **or** an on-premises license. Project Online is included in both of the following purchase options:
- **Cloud-based subscription**: Project Plan 3 or 5. (Microsoft Project is not included in the Microsoft 365 plans. A separate subscription plan is required.)
- **On-premises solution**: Project Professional 2021.

Course Objectives

In this course, you will be able to construct basic project plans using Microsoft Project.

You will:
- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Optimize and share a project plan.

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Course Content

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

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: Using Project in the Cloud