Microsoft Project 365 Level 1

Course ID #: 7000-1124-ZZ-Z
Hours: 7
Delivery Method: Group Internet Based

Course Content

Description:

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.

This material will benefit users of any current Project desktop version.

Objectives:

Upon successful completion of this course, students 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.

Prerequisites:

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft® Windows® operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft 365 applications, particularly Word and Excel®, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

Target Audience:

This course is designed for professionals who manage projects and need to be able to use Microsoft Project to create basic project plans. Some knowledge and understanding of project management concepts will be helpful, along with general desktop computer skills.

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Topics:

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

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NASBA CPE details are provided on the following pages.

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NASBA Information

Level: Intermediate
Advanced Preparation:
Attendance Requirement: To be awarded the full credit hours, you must sign in and attend the entire course.
Recommended Field(s) of Study: Computer Software & Applications
Recommended CPEs: 7.80

Policies: Course Registration, Cancellation, Refund, and Complaint Resolution
For more information regarding administrative policies such as complaint and program cancellation policies, please contact our offices at 800-639-3535 or visit us at: **www.tcworkshop.com**

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