MS Project 2019/2021/365 Introduction

Length: 1 Day

Summary: 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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Target Student: 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.

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 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