

Microsoft Project Training – Level 1 Course Contents - Duration: 1 Day

What we will learn:

Project Basics

- Project Management Concepts
- Exploring the Project Window
- Using Help
- Working with Project Files
- Closing Project Files and Closing Project

Creating a Work Breakdown Structure

- Outlining Tasks
- Linking dependent Tasks
- Identifying Deliverables in the Project Plan File
- Constraining Tasks
- Setting a Tasks Deadline

Creating a Project Plan File

- Creating a Project Plan File
- Creating and Assigning a Project Calendar
- Adding Tasks to the Project Plan File
- Adding Project Summary Tasks
- Adding Recurring Tasks
- Entering Task Duration Estimates

Creating and Assigning Resources

- Creating Resources
- Creating a Resource Calendar
- Assigning Resources
- Assigning Additional Resources to a Task
- Resolving Resource Conflicts

Creating a Work Breakdown Structure

- Outlining Tasks
- Linking Dependent Tasks

Finalizing the Project Plan

- Viewing the Critical Path
- Shortening the Project Duration
- Setting a Baseline
- Displaying Project Summary Information