COURSE SYLLABUS

Microsoft Project Level I Course (Self-Paced)

Get comfortable with Microsoft Project in this beginner course for PC users, where you'll discover how to manage projects more efficiently, track costs, allocate resources, and brush up on essential project management concepts. You'll finish with a solid grasp of the essential features and functions of Microsoft Project Professional, giving you the tools to handle multiple projects more effectively and get more done in less time.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/microsoft-project-level-i-course-self-paced



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Course Outline

Getting Started with Microsoft Project

- Identify Project Management Concepts
- Navigate the Microsoft Project Environment

Defining a Project

- Create a New Project Plan
- Define a Project
- Assign a Project Calendar

Creating and Organizing Tasks

- Add Tasks to a Project Plan
- Import Tasks From Other Programs
- Create a Work Breakdown Structure
- Define Task Relationships
- Schedule Tasks

Managing Project Plan Resources

- Add Resources to a Project Plan
- Create a Resource Calendar
- Enter Costs for Resources
- Assign Resources to Tasks
- Resolve Resource Conflicts

Finalizing a Project Plan

- Optimize a Project Plan
- Set a Baseline
- Share a Project Plan