COURSE SYLLABUS

Microsoft Project Level I Course

Learn to manage projects more efficiently, track costs, allocate resources in Microsoft Project, and review essential project management concepts in this beginner class for PC users. Increase efficiencies and effectively manage multiple projects with the basic features and functions of Microsoft Project Professional.

> 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/project-level-i



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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