Microsoft Project for 2019/2021/365: Beginner Course

Welcome to Microsoft® Project® 2019/2021/365: Part 1. 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.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/microsoft-project-for-2019-2021-365-beginner

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Course Outline

Module 1: Getting Started with Microsoft Project
- Understand fundamental project management concepts.
- Navigate the Microsoft Project desktop interface.

Module 2: Defining a Project
- Create a new project plan from scratch.
- Set key project plan options for scheduling and management.
- Assign a project calendar to define working time.

Module 3: Adding Project Tasks
- Add tasks to the project plan manually or using task lists.
- Enter task duration estimates for scheduling accuracy.

Module 4: Managing Tasks
- Create a Work Breakdown Structure (WBS).
- Define relationships between tasks (dependencies).
- Schedule tasks using constraints and critical path tools.

Module 5: Managing Project Resources

- Add and define different types of resources.
- Create resource calendars for availability planning.
- Enter and manage cost details for resources.
- Assign resources to tasks and resolve conflicts.

Module 6: Finalizing a Project Plan

- Optimize the schedule to ensure realistic timelines.
- Set a project baseline for future comparison.
- Prepare and share the project plan with stakeholders.