# Microsoft Project 2019/2021 Level 1

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

## Overview

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.

**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.

**Course Content**

## 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

**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: Using Project in the Cloud