

# Project 2016 Level 1

<b>Overview:</b>	This course covers critical knowledge and skills a project manager needs to create a project plan with Project 2016. With practice, this course will enable you to draft a project plan with and share it with your team for review and approval.
<b>Audience:</b>	This course is designed for a person with an understanding of project management concepts who is responsible for creating and maintaining project plans. The course will give the student the fundamental understanding of Microsoft Project 2016 necessary to create and save project plans.
<b>Prerequisites:</b>	Students should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals.
<b>Objectives</b>	After completing this class, and with additional practice, students should be able to: <ul style="list-style-type: none"><li>• Identify project management concepts and navigate the Project 2016 environment.</li><li>• Create and define a new project plan.</li><li>• Create and organize tasks.</li><li>• Manage resources in a project plan.</li><li>• Finalize a project plan.</li></ul>
<b>Length</b>	1 day
<b>Beyond this Level</b>	When you have successfully completed this class, the next course you should consider is Project Level 2. The Level 2 course covers defining a resource pool including entering resources, both human and material; understanding both fixed and total costs; defining a resource calendar; assigning and calculating tasks and project costs.

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- I. Getting Started with Microsoft Project**
- A. Identify Project Management Concepts
  - B. Navigate the Microsoft Project 2016 Environment
- II. Defining a Project**
- A. Create a New Project Plan
  - B. Define a Project
  - C. Assign a Project Calendar

- III. Creating and Organizing Tasks**
- A. Add Tasks to a Project Plan
  - B. Import Tasks from Other Programs
  - C. Create a Work Breakdown Structure
  - D. Define Task Relationships
  - E. Schedule Tasks
- IV. Managing Project Plan Resources**
- A. Add Resources to a Project Plan
  - B. Create a Resource Calendar



- C. Enter Costs for Resources
- D. Assign Resources to Tasks
- E. Resolve Resource Conflicts

**V. Finalizing a Project Plan**

- A. Optimize a Project Plan
- B. Set a Baseline
- C. Share a Project Plan