



Office Productivity Training

Helping your employees work smarter, not harder

Microsoft Project Level 1

Module 1

- Identify Project Management Concepts
- Navigate the Microsoft Project 2016 Environment

Module 2

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

Module 3

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

Module 4

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

Module 5

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