Microsoft Project 2021/2024/365: Part 1

Course Specifications

Course Number:

091098

Course Length:

1 day

Course Description

Overview:

Welcome to *Microsoft Project 2021/2024/365: 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.

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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.

Target Student:

This course is designed for professionals who manage projects and need to be able to use Microsoft Project to create basic project plans. Some knowledge and understanding of project management concepts will be helpful, along with general desktop computer skills.

Prerequisites:

To ensure your success in this course, you should have basic knowledge and skills using the Microsoft Windows operating system—preferably the most current version. While you do not need to be an expert, some experience and competency with Microsoft 365 applications, particularly Word and Excel, will be useful. Finally, having a foundational knowledge of project management concepts will help prepare you for working with Microsoft Project.

Course-Specific Technical Requirements

Hardware:

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:
- Sufficient processor speed, RAM, and storage space for good system performance when running Microsoft Project.
- Mouse, keyboard, microphone, and monitor.
- High-speed, stable Internet connection.
- For the instructor's computer, a method to project and/or share the screen as needed for local and remote class participants.

Software:
- Microsoft Windows 10/11
- Microsoft Project desktop app, which can be obtained by purchasing one of the following plans:
    - Cloud-based solution: 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

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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

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