



Microsoft Project Course Outline

Part 1

1. Getting Started with Microsoft Project
 - a. Identify Project Management Concepts
 - b. Navigate the MS Project 2016 Environment

2. Defining a Project
 - a. Create a New Project Plan
 - b. Define a Project
 - c. Assign a Project Calendar

3. 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

4. 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

5. Finalizing a Project Plan
 - a. Optimize a Project Plan
 - b. Set a Baseline
 - c. Share a Project Plan



Part 2

1. Executing a Project
 - a. Enter Task Progress
 - b. Update Task Progress with SharePoint
 - c. Update Work
 - d. Update Costs

2. Monitoring Project Progress
 - a. View Project Progress
 - b. Add Custom Fields
 - c. Create Custom Views
 - d. Create a Network Diagram
 - e. Analyze a Project Plan

3. Controlling a Project Plan
 - a. Edit the Task List
 - b. Reschedule Tasks
 - c. Update a Baseline

4. Reporting on Progress
 - a. Format and Share a Chart View
 - b. View Existing Reports
 - c. Create Custom Reports
 - d. Create a Visual Report

5. Customizing the Application
 - a. Change Project Options
 - b. Create a Project Plan Template
 - c. Share Resources
 - d. Link Project Plans