COURSE SYLLABUS

Microsoft Project for 2019/2021/365: Beginner Course

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.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/microsoft-project-for-2019-2021-365-beginner



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Course Outline

Module 1: Getting Started with Microsoft Project

- Understand fundamental project management concepts.
- Navigate the Microsoft Project desktop interface.

Module 2: Defining a Project

- Create a new project plan from scratch.
- Set key project plan options for scheduling and management.
- Assign a project calendar to define working time.

Module 3: Adding Project Tasks

- Add tasks to the project plan manually or using task lists.
- Enter task duration estimates for scheduling accuracy.

Module 4: Managing Tasks

- Create a Work Breakdown Structure (WBS).
- Define relationships between tasks (dependencies).
- Schedule tasks using constraints and critical path tools.

Module 5: Managing Project Resources

- Add and define different types of resources.
- Create resource calendars for availability planning.
- Enter and manage cost details for resources.
- Assign resources to tasks and resolve conflicts.

Module 6: Finalizing a Project Plan

- Optimize the schedule to ensure realistic timelines.
- Set a project baseline for future comparison.
- Prepare and share the project plan with stakeholders.