Project Level 1

Course Description
Students will learn how to create projects using MS Project.

Prerequisites
Windows 7- Basic or equivalent knowledge.

What Next?
Project Level 2 teaches advanced project management techniques.

Course Content

Unit 1: Getting Started
Project management concepts
The Project window
Project files

Unit 2: Tasks
Creating a task list
Modifying a task list
The Work Breakdown Structure

Unit 3: Task scheduling
Task links
Task relationships
Task options

Unit 4: Resource management
The base calendar
Resources and calendars
Project costs

Unit 5: Views and tables
Working with views
Working with tables

Unit 6: Filters, groups, and sorting
Filters
Groups
Sorting tasks and resources

Unit 7: Finalizing the task plan
Finalizing schedules
Handling resource conflicts