301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

MICROSOFT

Microsoft Project Level 1

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

This 1-day, instructor-led addresses the features of MS Project. Students will learn to do the following:

- Navigate and understand the important features of the Microsoft Project environment
- Create a new project schedule from scratch
- Understand and work with task types, scheduling options, and task constraints
- Work with resources, including scheduling and assignment
- Manage the project schedule in accordance with the critical path and project baseline
- Print project views, dashboards, and various other kinds of reports

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Chapter 1: Fundamentals

Module A: Setting default options
Module B: Exploring the Project environment

Chapter 2: Starting a new project schedule

Module A: Project schedule templates, calendars, and workflow
Module B: Tasks, durations, and milestones

Chapter 3: Task types, effort-driven scheduling, and task constraints

Module A: Task types
Module B: Lag time and lead time
Module C: Task constraints

Chapter 4: Working with resources

Module A: Resource types
Module B: Resource calendars
Module C: Assigning resources

Chapter 5: Managing the project schedule

Module A: The critical path and the project baseline
Module B: The tracking Gantt chart and updating tasks

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Starting at **$299**

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301-258-8200 – Option 4

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call 301-258-8200 Option 4.

Included in this **Microsoft Project Level 1**

- 1 day of expert instructor-led training
- Microsoft Project Level 1 training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

- Freshly baked cookies every afternoon*