

Project 2016 - Part 1

Přehled

This course is designed to familiarize students with the basic features and functions of Microsoft Project Professional 2016 so they can use it effectively and efficiently in a real-world environment.

Vzdělávací cíle

In this course, you will learn to create and engage in basic management of a project using Microsoft Project Professional 2016. You will: Identify project management concepts and navigate the Project 2016 environment.

Create and define a new project plan.

Create and organize tasks.

Manage resources in a project plan.

Finalize a project plan.

1 - Getting Started with Microsoft Project

Topic A: Identify Project Management Concepts

Topic B: Navigate the Microsoft Project 2016 Environment

2 - Defining a Project

Topic A: Create a New Project Plan

Topic B: Define a Project

Topic C: Assign a Project Calendar

3 - Creating and Organizing Tasks

Topic A: Add Tasks to a Project Plan

Topic B: Import Tasks From Other Programs

Topic C: Create a Work Breakdown Structure

Topic D: Define Task Relationships

Topic E: Schedule Tasks

4 - Managing Project Plan Resources

Topic A: Add Resources to a Project Plan

Topic B: Create a Resource Calendar

Topic C: Enter Costs for Resources

Topic D: Assign Resources to Tasks

Topic E: Resolve Resource Conflicts

5 - Finalizing a Project Plan

Topic A: Optimize a Project Plan

Topic B: Set a Baseline

Topic C: Share a Project Plan

[Online registrace](#)

Termíny

Trvání kurzu (v dnech): 1 Day

G2R = "Garantovaný termín" | OLL = "Online LIVE"
ILT = "Kurz vedený instruktorem"

06/08/21	G2R	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00
07/12/21	G2R	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00
08/06/21	G2R	5:00PM - 1:00AM	Praha, Czech Republic	OLL	CZK 0.00
09/08/21	G2R	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00
10/06/21	G2R	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00
11/10/21	G2R	3:00PM - 11:00PM	Praha, Czech Republic	OLL	CZK 0.00
12/15/21	G2R	5:00PM - 1:00AM	Praha, Czech Republic	OLL	CZK 0.00