

# COURSE OVERVIEW

**Course Name:**  
Microsoft Project 2016:  
Level 1

**COURSE DURATION: 1 Day**

**Gauteng:**

3rd Floor 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196  
Tel: 087 941 5764  
sales@impactful.co.za

**Gauteng:**

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160  
sales@impactful.co.za

**Cape Town:**

3rd Floor Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000  
sales@impactful.co.za

## COURSE OVERVIEW

This course covers the critical knowledge and skills a project manager needs to create a project plan with Project 2016 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 Project 2016 and share it with your supervisor (and others) for review and approval.

## COURSE OBJECTIVES

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.