

Project - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 8.00 hours (1 days) **6.5 CPD Hours**

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Drowning in spreadsheets, missed deadlines, and scope creep? Time to take control. This hands-on course introduces the essential tools and features of Microsoft Project. You'll learn to create structured project plans, link tasks, manage schedules, and allocate resources. Designed for beginners, this training provides a strong foundation for delivering well-organized, trackable plans that can be reviewed and approved by key stakeholders.

About This Course

Drowning in spreadsheets, missed deadlines, and scope creep? Time to take control. This hands-on course introduces the essential tools and features of Microsoft Project. You'll learn to create structured project plans, link tasks, manage schedules, and allocate resources. Designed for beginners, this training provides a strong foundation for delivering well-organized, trackable plans that can be reviewed and approved by key stakeholders.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

Learning Outcomes

Upon successful completion of this course, participants will be able to:

By the end of this course, you'll be able to construct a basic project plan using Microsoft Project's essential features. You will:

- Understand core project management concepts
- Create a new project plan and define scheduling options
- Add tasks, durations, and relationships
- Allocate and manage resources effectively
- Finalize your project plan for stakeholder approval

Detailed Course Outline

Getting Started with Microsoft Project

- Navigate the Microsoft Project environment

Defining a Project

- Create a new project plan
- Set scheduling options
- Assign a project calendar

Adding Project Tasks

- Add and organize tasks
- Estimate task durations

Managing Tasks

- Create a work breakdown structure
- Set task dependencies
- Schedule task execution

Managing Project Resources

- Add and assign project resources
- Enter costs and resolve conflicts
- Create and use resource calendars

Finalizing a Project Plan

- Optimize the project schedule
- Set baselines

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Project - Part 1:

Start Date	End Date	Location	Delivery	Price
18 Sep 2026	18 Sep 2026	Online	Virtual	€395.00
19 Oct 2026	19 Oct 2026	Online	Virtual	€395.00
17 Nov 2026	17 Nov 2026	Online	Virtual	€395.00
14 Dec 2026	14 Dec 2026	Online	Virtual	€395.00

Frequently Asked Questions

Q: What delivery options are available for Project - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
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Q: How many CPD hours does this course provide?

The 1-day Project - Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Project - Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Project - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Project - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Project - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
 - National Training Partner of the Year (Ireland) - Multiple Years
 - Global Top 30 Instructor Awards (2012, 2019, 2021)
 - Tech Excellence Award Nominations
 - Learning Performance Institute (LPI) External Training Provider Sponsor 2024
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Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Project - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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