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
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

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

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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