

Microsoft Project 2003: Level 1

(With Microsoft Office Project Professional 2003)

Description

Welcome to Microsoft Project 2003: Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2003 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Course Length: One day

Target Student:

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Prerequisites:

Students enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of Windows XP
- A basic knowledge of Microsoft Word and Microsoft Excel (not required but helpful)
- The Project Management: Fundamentals one day course.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

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

- Create a project plan file and enter task information.
- Create a work breakdown structure by organizing tasks and setting task relationships.
- Assign project resources.
- Finalize the project plan file.

Course Content

Lesson 1: Creating a Project Plan File

Topic 1A: Create a Project Plan File

Topic 1B: Create and Assign a Project Calendar

Topic 1C: Add Tasks to the Project Plan File

Topic 1D: Add a Project Summary Task

Topic 1E: Add a Recurring Task

Topic 1F: Enter Task Duration Estimates

Lesson 2: Creating a Work Breakdown Structure

Topic 2A: Outline Tasks

Topic 2B: Link Dependent Tasks

Topic 2C: Identify Deliverables in the Project Plan File

Topic 2D: Constrain Tasks

Topic 2E: Set a Task Deadline

Lesson 3: Creating and Assigning Resources

Topic 3A: Create Resources

Topic 3B: Create a Resource Calendar

Topic 3C: Assign Resources

Topic 3D: Assign Additional Resources to a Task

Topic 3E: Resolve Resource Conflicts

Lesson 4: Finalizing the Project Plan

Topic 4A: View the Critical Path

Topic 4B: Shorten the Project Duration

Topic 4C: Set a Baseline

Topic 4D: Display Project Summary Information