

Microsoft Project 2003: Level 1

Course Specifications

Course length: 1.0 day(s)

Course 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 Objective: You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Prerequisites: Students enrolling in this class should have the following:

An understanding of project management concepts.

Knowledge of a Windows operating system, either Windows 2000 Introduction or Windows XP : Introduction.

The following would be helpful, but are not required: A basic knowledge of Microsoft Word and Microsoft Excel. The Element K Project Management Fundamentals: Part One course. The Element K Project Management Fundamentals: Part Two course. The Element K Harvard Manage Mentor: Project Management course.

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

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