

Course 162: Microsoft Project 2003: Level 1 (1 day)

Course Description...

Microsoft Project is a tool which provides project managers, project participants, and team leaders with the capability to track individual projects electronically. This course is the first in a series of two courses designed for individuals who will use Microsoft 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. Attendees 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.

Learning Objectives...

- ◆ 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

Who should attend...

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...

- ◆ An understanding of project management concepts.
- ◆ Knowledge of a Windows operating system
- ◆ A basic knowledge of Microsoft Excel would be helpful, but is not required.

See next page for a detailed course outline...



Course Outline...

Introduction and Overview

Course Objectives

Lesson 1: Creating a Project Plan File

- ◆ Create a Project Plan File
- ◆ Create and Assign a Project Calendar
- ◆ Add Tasks to the Project Plan File
- ◆ Add a Project Summary Task
- ◆ Add a Recurring Task
- ◆ Enter Task Duration Estimates

Lesson 2: Creating a Work Breakdown Structure

- ◆ Outline Tasks
- ◆ Link Dependent Tasks
- ◆ Identify Deliverables in the Project Plan File
- ◆ Constrain Tasks
- ◆ Set a Task Deadline

Lesson 3: Creating and Assigning Resources

- ◆ Create Resources
- ◆ Create a Resource Calendar
- ◆ Assign Resources
- ◆ Assign Additional Resources to a Task
- ◆ Resolve Resource Conflicts

Lesson 4: Finalizing the Project Plan

- ◆ View the Critical Path
- ◆ Shorten the Project Duration
- ◆ Set a Baseline
- ◆ Display Project Summary Information

Please contact your ROI representative to discuss course tailoring!!!