



BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Microsoft Office Project 2003: Level 1

Number of Days: 1

Format: Instructor-Led

Class Code: PR03-1

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

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.

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

Certification:

The Microsoft Office User Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Delivery Method:

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

Microsoft Office Project 2003: Level 1

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 Outline

Lesson 1: Creating a Project Plan File
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ 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
<ul style="list-style-type: none">■ Topic 4A: View the Critical Path■ Topic 4B: Shorten the Project Duration■ Topic 4C: Set a Baseline■ Topic 4D: Display Project Summary Information