

Course Description

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.

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.
- Project Management Fundamentals: Part One
- Project Management Fundamentals: Part Two

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.

Outline

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

Creating a Work Breakdown Structure

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

Creating and Assigning Resources

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

Finalizing the Project Plan

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