

# Microsoft Project 2003: Level 1



## 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.

**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