



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. 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.

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 in order to implement the project plan.

PREREQUISITES

- Microsoft Windows Introduction or equivalent experience
- An understanding of project management concepts

CONTENT

- 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
- Outline Tasks
- Link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Constrain Tasks
- Set a Task Deadline
- Create Resources
- Create a Resource Calendar
- Assign Resources
- Assign Additional Resources to a Task
- Resolve Resource Conflicts
- View the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Display Project Summary Information