

Course ID

M-PROJ03L1

Course Duration

1 day

Course Title

Microsoft Project 2003: Level 1

Related Courses

- Microsoft Project 2003: Level 2 (M-PROJ03L2, 1 day)
- Project and Team Management Workshop (PROJMGT4, 4 days)

Aimed At

Professionals and managers who have an understanding of the project management techniques and wish to learn how to use Microsoft Office Project Professional 2003 as a tool for project planning and management.

Group Size

5-15

Prerequisites

You should be familiar with the concepts and methods of project management as well as the Windows operating system. Knowledge of MS Word and Excel will also be helpful, though not required. These prerequisites may be satisfied by taking the Eogogics courses such as the following:

- Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Microsoft Office Word 2003: Level 1 (M-WORD03L1, 1 day)
- Microsoft Office Excel 2003: Level 1 (M-EXCEL03L1, 1 day)
- Project Management Workshop (PROJMGT2, 2 days)

Course in a Nutshell

Microsoft Project is a widely used application for managing projects. In this course, you will acquire the skills critical to creating and modifying project plans using MS Project.

You will learn how to create a project plan file containing tasks, organize those tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. In short, you'll learn all that's needed to get going with MS Project.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

If you are new to project management, combine this course with our two- or four-day course on project management. Ask us for the "combo" discount.

Learn How To

Upon successful completion of this course, you will be able to:

- Create a project plan file and enter task information.
- Create a work breakdown structure by organizing tasks and setting task

Course Outline

relationships.

- Assign project resources.
- Finalize the project plan file.

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

Lab Requirements

Hardware Requirements: To use Microsoft Office Project Professional 2003 on each participant's machine, you need the following hardware:

- Pentium 233 MHz or higher processor.
- 128 megabytes (MB) of RAM or more.
- 130 megabytes (MB) of available hard-disk space or more.
- CD-ROM drive.
- Super VGA or higher resolution monitor.
- Microsoft Mouse, Microsoft IntelliMouse® or a compatible pointing device.
- Additional items or services are required to use certain features: 14.4 Kbps or faster modem, and a multimedia computer to access sound and other

multimedia effects.

Platform and Software Requirements: Each participant machine should have:

- Platform: Windows.
- Microsoft Windows XP Professional, Windows XP Home, or Windows 2000 Professional with Service Pack 3 or later operating system.
- Microsoft Windows XP Professional.
- Microsoft Office Project Professional 2003.
- Internet Explorer 6.0 with Service Pack 1 or later, if you wish to access the Microsoft Office Project help files on the Internet.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

August 6, 2006