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.

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

Microsoft Project 2003: Level 2

Course Description

Microsoft Project 2003: Level 2 is the second course in the Microsoft Project 2003 series. In Microsoft Project 2003: Level 1 , you used your project management skills to create a complete project plan. This course will build upon that knowledge, and give you the opportunity to work with a project plan once it has entered the project implementation phase.

Course Objective: You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

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. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

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:

- exchange project plan data with other applications.
- update a project plan.
- create custom reports.
- re-use existing project plan information.

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications
> Topic 1A: Import a Task List from an Excel File into a New Project Plan
> Topic 1B: Create a Custom Import Map
> Topic 1C: Export Project Plan Cost Data into Excel
> Topic 1D: Copy a Picture into a Word Document
> Topic 1E: Save Project Plan Information as a Web Page

Lesson 2: Updating a Project Plan
> Topic 2A: Enter Task Progress Information
> Topic 2B: View Task Progress
> Topic 2C: Split a Task
> Topic 2D: Reschedule a Task
> Topic 2E: Filter Tasks in a Project Plan
> Topic 2F: Save an Interim Project Plan
> Topic 2G: Create a Custom Table

Topic 2H: Add Custom Columns to a Table
Topic 2I: Hyperlink Documents to Tasks

Lesson 3: Creating Custom Reports
Topic 3A: Create a Custom Report
Topic 3B: Modify a Custom Report's Header and Footer
Topic 3C: Add a Picture to a Report
Topic 3D: Modify a Custom Report's Margins
Topic 3E: Print a Custom Report

Lesson 4: Re-using Project Plan Information
Topic 4A: Create a Project Plan Template
Topic 4B: Create a Custom Combination View
Topic 4C: Make Custom Views Available to Other Project Plans
Topic 4D: Share Resources
Topic 4E: Create a Master Project Plan