



## **Microsoft Project 2003: Introduction**

**Overview:** 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:** Windows 2000 or XP Introduction or equivalent knowledge. An understanding of project management concepts.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: 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

#### **Lesson 2: Creating a Work Breakdown Structure**

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

#### **Lesson 3: Creating and Assigning Resources**

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

#### **Lesson 4: Finalizing the Project Plan**

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