

# Microsoft Project Level I & II

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**Length:** 2 Day(s)

**Description:**

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. 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 Objectives:**

- Learn how to effectively create and manage projects, tasks and resources
- Organize tasks in a work breakdown structure containing task relationships
- Create and assign resources
- Finalize the project and implement the project plan
- Exchange project plan data with other applications such as Excel and Word
- Create custom reports
- Manipulate, update and customize a project plan

**Prerequisite:**

Knowledge of Windows operating system. Should have an understanding of project management concepts.

**Audience:**

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.

**Course Content:**

**Chapter 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

**Chapter 2 - Creating a Work Breakdown Structure**

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

**Chapter 3 - Creating and Assigning Resources**

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

- Resolve Resource Conflicts

#### **Chapter 4 - Finalizing the Project Plan**

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

#### **Chapter 5 - Exchanging Project Plan Data with Other Applications**

- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

#### **Chapter 6 - Updating a Project Plan**

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

#### **Chapter 7 - Creating Custom Reports**

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

#### **Chapter 8 - Re-using Project Plan Information**

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan