

Microsoft Project Level 1

Course Objective:

You will create a project plan 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 these project plans.

Prerequisites:

Students enrolled for this course should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP or Windows Vista.
- The following would be helpful, but are not required:
- Project Management Fundamentals
- A basic knowledge of Microsoft Word and Microsoft Excel.

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:

- Identify the basic features and components of the Microsoft Project environment.
- Create a new project plan file and enter project information.
- Manage tasks by organizing them and setting task relationships.
- Manage resources for a project.
- Finalize a project plan.

Course Content

Lesson 1: Getting Started with Microsoft Project

Topic 1A: Explore the Microsoft Project 2010 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to the Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Link Dependent Tasks

Topic 3C: Set Task Constraints and Deadlines

Topic 3D: Add Notes to a Task

Topic 3E: Add a Recurring Task

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar

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Topic 4B: Assign Resources to Tasks

Topic 4C: Enter Costs for Resources

Topic 4D: Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

Topic 5A: Shorten the Project Duration

Topic 5B: Set a Baseline

Topic 5C: Print a Project Summary Report

Appendix A: Additional Procedures to Create a Schedule in Microsoft Project 2010