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