



Microsoft Project 2002: Level 1

Course Specifications

Course number: 084722

Course length: 1.0 day(s)

Course Description

Welcome to Microsoft Project 2002 Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Project 2002 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 in order 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. It is also intended for those preparing to pursue certification as a Microsoft Office User Specialist (MOUS) for Microsoft Project 2002.

Prerequisites: Students enrolling in this class should have the following:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows 2000 Introduction or Windows XP Introduction.

The following would be helpful, but are not required: A basic knowledge of Microsoft Word and Microsoft Excel. The Element K Project Management Fundamentals: Part One course. The Element K Project Management Fundamentals: Part Two course. The Element K Harvard Manage Mentor: Project Management course.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities.

Certification

Microsoft Project 2002: Level 1 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

- Windows NT 4.0 with Service Pack 6 or later, or Windows 2000 Professional or later operating system.

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

- Topic 3A: Create Resources
- Topic 3B: Create a Resource Calendar
- Topic 3C: Assign Resources
- Topic 3D: Assign Additional Resources to a Task
- Topic 3E: Resolve Resource Conflicts

Lesson 4: Finalizing the Project Plan

- Topic 4A: View the Critical Path
- Topic 4B: Shorten the Project Duration
- Topic 4C: Set a Baseline
- Topic 4D: Display Project Summary Information

Appendix A: Microsoft Office Specialist Program