



**Software Learning Centers**  
1645 SE. Port St. Lucie Blvd  
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## **Microsoft Project 2000 : Level 1**

### **Course Specifications**

Course number: 076722

Software Version Number: 2000

### **Course Description**

**Overview:** Students will probably get the most out of this course if they want to learn how to use Microsoft Project 2000 to assist them with project management. Students should have some project management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource. Students should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project 2000 is assumed.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Windows 2000: Introduction*
- *Windows 98: Introduction*
- *Windows 95: Introduction*
- *Project-management experience and familiarity with terms such as Gantt Chart, task, critical path, and resource.*

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

**Hardware/Software Requirements:** You will need:

- A Pentium 75-megahertz or higher processor.
- A minimum of 24 MB of RAM for Windows 95 or Windows 98. (For Windows 2000 or Windows NT Workstation 4.0 or later with Service Pack 4 or later, 40 MB of RAM.)
- A minimum of 71 MB of available hard-disk space.
- A CD-ROM drive.
- A VGA or higher resolution monitor. (Super VGA is recommended.)
- A Microsoft mouse or compatible pointing device.
- Windows 95, Windows 98, Windows 2000, or Windows NT 4.0.
- A custom installation of Microsoft Project 2000.

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## **Performance-Based Objectives**

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the steps involved in project planning.
- Become familiar with project management software and plan a project by using Microsoft Project 2000.
- Work with subtasks in an outline form, link tasks effectively, and work with time constraints.
- Assign resources and their work schedules to tasks.
- Resolve time and resource conflicts.
- Effectively use the different views, reports, and drawing tools available in Microsoft Project 2000.
- Sort and filter project information effectively.

## **Course Content**

### **Lesson 1: Introduction to Project Management**

- Topic 1A: Fundamentals of Project Management
- Topic 1B: Defining the Scope of the Project
  - Task 1B-1: Defining customer/client requirements
  - Task 1B-2: Developing a Work Breakdown Structure
- Topic 1C: Developing the Project Schedule
  - Task 1C-1: Prepare a precedence diagram
- Topic 1D: Assigning Project Resources
- Topic 1E: Saving the Project Baseline
- Topic 1F: Controlling Project Execution

### **Lesson 2: Starting a Project**

- Topic 2A: Examining Microsoft Project 2000
  - Task 2A-1: Starting Microsoft Project 2000
  - Task 2A-2: Examining the major elements of the Microsoft Project window
  - Task 2A-3: Open a project file and display and hide toolbars
- Topic 2B: An Overview of the Planning Process
  - Task 2B-1: Examining the planning process
- Topic 2C: Defining Project Information
  - Task 2C-1: Defining basic project information

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- Task 2C-2: Entering task information
- Task 2C-3: Assigning task durations
- Task 2C-4: Examining the Planning Wizard
- Task 2C-5: Saving the project file

### **Lesson 3: Outlining and Task Relationships**

Topic 3A: Organizing the Task List into an Outline

Task 3A-1: Creating subtasks

Task 3A-2: Adding milestones

Task 3A-3: Creating the Project Summary Task

Task 3A-4: Collapsing and expanding the outline

Topic 3B: Linking Tasks and Observing the Critical Path

Task 3B-1: Linking tasks

Task 3B-2: Changing the Gantt Chart view timescale

Task 3B-3: Using the GanttChartWizard to view the critical path

Topic 3C: Modifying Task Relationships

Task 3C-1: Changing task predecessors

Task 3C-2: Linking tasks in a finish-to-finish relationship

Task 3C-3: Adding lead time

Topic 3D: Constraints

Task 3D-1: Scheduling the project from the end date

Task 3D-2: An alternative method for scheduling from the end date

Task 3D-3: Applying the Start No Earlier Than constraint

### **Lesson 4: Adding and Assigning Resources**

Topic 4A: Creating and Assigning a Base Calendar

Task 4A-1: Creating a base company calendar

Task 4A-2: Creating a calendar for the Writer

Task 4A-3: Assigning a calendar to the project

Task 4A-4: Assigning a calendar to non-working days

Task 4A-5: Assigning a calendar to a task

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### Topic 4B: Entering and Assigning Resources

Task 4B-1: Entering resources with the Resource Sheet

Task 4B-2: Entering resources with special information

Task 4B-3: Entering a material resource

Task 4B-4: Assigning calendars to groups of resources

Task 4B-5: Assigning resources by using the Assign Resources button

Task 4B-6: Defining resource calendars

### Topic 4C: Working with Project Costs

Task 4C-1: Working with fixed costs

Task 4C-2: Reviewing overall costs

## Lesson 5: Analyzing the Project

### Topic 5A: Resolving Time Restrictions

Task 5A-1: Shortening the critical path by adding resources

Task 5A-2: Using fixed-duration scheduling

### Topic 5B: Resolving Resource Conflicts

Task 5B-1: Determining over allocated resources

Task 5B-2: Brainstorming possible solutions to the overall location problem

Task 5B-3: Using the Level Now command

## Lesson 6: Displaying Project Data

### Topic 6A: Exploring Views

Task 6A-1: Examining different views

Task 6A-2: Viewing tables

### Topic 6B: Generating Project Reports

Task 6B-1: Printing a view

Task 6B-2: Previewing the Milestones report

Task 6B-3: Modifying the format of a report

### Topic 6C: Using Drawing Tools

Task 6C-1: Adding drawing objects to the Gantt Chart

Task 6C-2: Formatting a drawn object

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### **Lesson 7: Sorting and Filtering Data**

Topic 7A: Sorting Project Data

Task 7A-1: Sorting the Resource Sheet

Task 7A-2: Sorting and renumbering the Resource Sheet

Topic 7B: Filtering Project Data

Task 7B-1: Applying a filter to the Resource Sheet

Task 7B-2: Using AutoFilter

Task 7B-3: Applying a filter to the Task Sheet

Topic 7C: Creating Custom Filters

Task 7C-1: Defining a filter

Task 7C-2: Using AND to define a filter with multiple criteria

Task 7C-3: Using OR to define a filter with multiple criteria

Task 7C-4: Creating an interactive filter

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