



Software Learning Centers  
1645 S.E Port St. Lucie Blvd  
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## Microsoft Project 2003: Level 1

### Course Specifications

Course number: 084725  
Software: Microsoft Office Project Professional 2003  
Course length: 1.0 day(s)

### Course Description

Welcome to Microsoft Project 2003: Level 1. 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.

**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 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.

**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.

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## **Hardware Requirements**

To use Microsoft Office Project Professional 2003 on each student's machine, you need the following hardware:

- Pentium 233 MHz or higher processor.
- 128 megabytes (MB) of RAM or more.
- 130 megabytes (MB) of available hard-disk space or more.
- CD-ROM drive.
- Super VGA or higher resolution monitor.
- Microsoft Mouse, Microsoft IntelliMouse® or a compatible pointing device.
- Additional items or services are required to use certain features: 14.4 Kbps or faster modem, and a multimedia computer to access sound and other multimedia effects.

## **Platform Requirements**

- Microsoft Windows XP Professional, Windows XP Home, or Windows 2000 Professional with Service Pack 3 or later operating system.

## **Software Requirements**

Software required on each student machine includes the following:

- Microsoft Windows XP Professional.
- Microsoft Office Project Professional 2003.
- Internet Explorer 6.0 with Service Pack 1 or later, if you wish to access the Microsoft Office Project help files on the Internet.

## **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.

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## **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

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