



551 W. Dimond Blvd  
Anchorage, AK 99515  
(907) 267-4216

## **MICROSOFT PROJECT 2003: LEVEL 1**

**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.

### **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