

## Project 2003: Basic

### 1 Day

#### Description

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.

#### Prerequisites

- An understanding of project management concepts.
- Knowledge of a Windows operating system.

#### Objectives

- ✓ 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.

#### Creating a Project Plan File

Create a Project Plan File  
Create and Assign a Project Calendar  
Add Tasks to the Project Plan File  
Add a Project Summary Task  
Add a Recurring Task  
Enter Task Duration Estimates

#### Creating a Work Breakdown Structure

Outline Tasks  
Link Dependent Tasks  
Identify Deliverables in the Project Plan File  
Constrain Tasks  
Set a Task Deadline

#### Creating and Assigning Resources

Create Resources  
Create a Resource Calendar  
Assign Resources  
Assign Additional Resources to a Task  
Resolve Resource Conflicts

#### Finalizing the Project Plan

View the Critical Path  
Shorten the Project Duration  
Set a Baseline  
Display Project Summary Information