

MS Project 2003/2007 Desktop Prerequisite for Project Managers – 1 day

The goal of this one day, instructor-led course is to provide project managers the basic skills for using MS Project in a standalone environment. This course is a prerequisite to learning how to use MS Project in a server environment and will focus on the basic steps to creating and modifying project plans using the desktop client MS Project. (7 PDU classroom hours)

Course Topics**Creating a Project Plan File**

- Create a Project Plan File
- Add Tasks to the Project Plan File
- Add a Project Summary Task
- Enter Task Duration Estimates

Creating a Work Breakdown Structure

- Outline Tasks
- Link Dependent Tasks
- Understanding Dependency Types
- Understanding Effort based tasks
- Identify Deliverables in the Project Plan File
- Constrain Tasks
- Set a Task Deadline

Creating and Assigning Resources

- Create Resources
- 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

Updating a Project Plan

- Enter Task Progress Information
- View Task Progress