



Microsoft® Office Project 2007: Level 1

Course Objective: You will create a project plan 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.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Project environment and the various views in which you can verify project information.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources in a project plan.
- Finalize the project plan.

Course Content

Lesson 1: Getting Started with Microsoft Project

Topic 1A: Explore the Microsoft Project 2007 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a New Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to the Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Add a Recurring Task

Topic 3C: Link Dependent Tasks

Topic 3D: Set a Constraint to a Task

Topic 3E: Set a Task Deadline

Topic 3F: Add Notes to a Task

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Assign Additional Resources to a Task

Topic 4D: Enter Costs for Resources

Topic 4E: Enter Values for Budget Resources

Topic 4F: Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

Topic 5A: Display the Critical Path

Topic 5B: Shorten the Project Duration

Topic 5C: Set a Baseline

Topic 5D: Print a Project Summary Report