



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPT7440
Course Title: Microsoft Project, Level I
Course Hours: 7 hours

Last Revised On: 6/30/08

Description:

Students will learn how to use Microsoft Project to assist with their project planning. This includes identifying the steps involved in project planning, planning a project, linking tasks effectively and working with time constraints, assigning resources and their work schedules to tasks, and resolving time and resource conflicts.

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.

Content:

1. 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
2. Creating a Work Breakdown Structure
 - Outline Tasks
 - Link Dependent Tasks
 - Identify Deliverables in the Project Plan File
 - Constrain Tasks
 - Set a Task Deadline
3. Creating and Assigning Resources
 - Create Resources
 - Create a Resource Calendar
 - Assign Resources
 - Assign Additional Resources to a Task
 - Resolve Resource Conflicts



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4. Finalizing the Project Plan
 - View the Critical Path
 - Shorten the Project Duration
 - Set a Baseline
 - Display Project Summary Information

Prerequisites:

- Introduction to the PC and Windows or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of skills: Yes