



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX7530
Course Name: Microsoft Project - Introduction
Course Length: 18 Hours

Last Revised On: 6/16/08

Description:

Students will probably get the most out of this course if they want to learn how to use Microsoft Project to assist them with project management. Students should have some project management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource. Students should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project is assumed.

Objectives:

- Identify the steps involved in project planning
- Become familiar with project management software and plan a project by using Microsoft Project
- Work with subtasks in an outline form, link tasks effectively, and work with time constraints
- Assign resources and their work schedules to tasks
- Resolve time and resource conflicts
- Effectively use the different views, reports, and drawing tools available in Microsoft Project
- Sort and filter project information effectively
- Create a baseline plan
- Track an active project
- Manage tasks that will occur in the future
- Work with resource needs
- Customize Microsoft Project
- Work with data in other applications
- Work with a resource pool and subprojects and master projects

Content:

1. Microsoft Project Basics
 - Project Management Concepts
 - Exploring the Project Window
 - Using Help
 - Working with a Project file
 - Closing a project file and exiting Project
2. Working with Tasks
 - Creating a task list
 - Modifying a task list



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- Creating the Work Breakdown Structure
 - Customizing WBS Codes
3. Scheduling tasks
 - Setting up task links
 - Working in Network Diagram view
 - Working with advanced task options
 4. Managing resources
 - Creating a base calendar
 - Working with resources and calendars
 - Working with resource costs
 5. Working with task views
 - Working in Calendar view
 - Customizing other views
 6. Finalizing the task plan
 - Finalizing the schedule
 - Resolving resource conflicts
 7. Filtering, grouping and sorting
 - Working with filters
 - Working with groups
 - Sorting a view
 8. Tracking project work
 - Project management concepts
 - Saving a baseline plan
 - Updating the progress of tasks
 - Working with the Earned Value table
 - Viewing task progress
 9. Analyzing and adjusting schedules
 - Analyzing schedules
 - Rescheduling the project
 - Adjusting resource schedules
 10. Formatting and printing
 - Formatting a project file
 - Using drawing tools



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- Printing views and reports
 - Customizing reports
11. Project communications
 - Setting up project messaging
 - Exporting project data to the web
 - Working with hyperlinks
 - Saving projects to Microsoft Project
 12. Managing multiple projects
 - Consolidating and sharing projects
 - Sharing resources across projects
 13. Exchanging project data
 - Importing data
 - Exporting data
 - Copying data
 14. Customizing the Project environment
 - Creating custom views
 - Creating macros
 - Creating a toolbar and a menu
 - Creating a custom table

Prerequisites:

- Introduction to the PC and Windows or equivalent experience

Method of Instruction:

- Lecture, demonstration, and hands-on use

Evaluation:

- Exam: NO
- Demonstration of Skills: Yes
- Class Participation: Yes