



CenterPoint Solution, LLC

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MICROSOFT® PROJECT® 2003 - BEGINNING LEVEL

Course 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.

Who Should Take This Course:

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

Achieved Results:

You will create a project plan file 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.

Course Outline:

- Creating a Project Plan File
- Creating a Work Breakdown Structure
- Creating and Assigning Resources
- View Critical Path and View Project Summary Information