



**THE
ENTERPRISE
CENTRE**

Project 2007

Level 1

ENT1610

1 Day

Workshop Goal

In this **one-day** workshop, 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.

Topic Outline

Explore the Microsoft Office Project environment and the various views in which you can survey a project file.

Create a new project plan

Manage tasks by organizing them and setting task relationships

Manage resources for a project

Finalize the project plan

Recommended Prior Learning

Students enrolled in this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or windows Vista