

# Course 102

## **At the completion of this course the student will be able to:**

- Add a Project to the Project Structure
  - Create a Work Breakdown Structure
  - Add Reference Documents
  - Add Activities
  - Add Steps and Codes to Activities
  - Create Relationships
  - Schedule a Project
  - Add Constraints
  - Organize Activities
  - Assign Resources and Costs
  - Analyze Resource/Cost Usage
  - Optimize the Schedule
  - Status the Project
  - Analyze the Updated Project
- 

## **Course Outline**

### *Day One:*

- Introduction
- Navigating
- Project Structure
- Creating a Project
- Creating a Work Breakdown Structure (WBS)
- Creating Activity Codes
- Adding Activities

### *Day Two:*

- Maintaining the Project Documents Library
- Creating Relationships
- Scheduling
- Adding Constraints
- Formatting Data
- Defining Resources
- Assigning Resources and Costs
- Analyzing Resources and Costs

### *Day Three:*

- Optimizing the Project Plan
- Baselining the Project Plan
- Project Execution and Control
- Reporting Performance
- Project Web Site

## Course 102

### *Workshops:*

- Creating a Work Breakdown Structure
- Adding Activities
- Creating Relationships
- Scheduling
- Viewing Schedule Data
- Assigning Resources and Costs
- Analyzing Resources and Costs
- Updating the Schedule