

Project 2003

Introduction

Learning Outcomes include ...

- ✓ Identify the steps involved in project planning and how project management software can be helpful
- ✓ Plan a project by using MS Project 2003
- ✓ Link tasks effectively and work with time constraints
- ✓ Work with subtasks in an outline form
- ✓ Assign resources and their work schedules to tasks
- ✓ Resolve time and resource conflicts
- ✓ Effectively use the different views and reports available in MS Project

Starting a Project

- The Planning Process
- Defining Project Information

Task Relationships

- Linking Tasks and Observing the Critical Path
- Modifying Task Relationships
- Constraints

Outlining

- Organizing the Task List into an Outline
- Viewing Levels of Detail
- Using Drawing Tools

Adding and Assigning

Resources

- Creating and Assigning a Base Calendar
- Entering and Assigning Resources
- Working with Project Costs

Displaying Project Data

- Exploring Views
- Generating Project Reports

Filtering Data

- Filtering Project Data
- Creating Custom Filters

Setting the Plan

- Creating a Baseline Plan
- Previewing a Baseline Report
- Clearing a Baseline

Tracking Project Progress

- Modifying the Environment for Tracking
- Entering Data for Completed Tasks
- Entering Actual Data for Tasks in Progress

Adjusting the Schedule

- Adjusting the Schedule of Future Tasks
- Setting and Displaying an Interim Plan

Additional Resource

Considerations

- Working-Hour Considerations
- Customizing Resource Reports

Customizing the Microsoft Project Environment

- Working with Views
- Working with Global Settings
- Using the Options Dialog Box

Duration:

2-Day

Audience:

Project Management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource; although no knowledge of MS Project 2003 is required.

Pre-requisites:

Participants must have a good understanding of formal project management terminology, tools and techniques and be competent users of the Windows 95/98/2000 environment.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support