

Microsoft Project 2003

Course Aims

This course introduces the basic skills necessary for using MS Project 2003.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning costs, working with the critical path.

Trainees will also learn how to customize project information, filtering/sorting/grouping information, using more customization features, working with baselines, tracking your progress, evaluating and distributing data. Some lessons include finalizing a project, working with multiple projects, working with resource pools, importing and exporting data, working with graphics and web pages.

Pre-requisites

An understanding of Windows / MS Project 98/2000 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 22.5 Hours	9:00 am to 5:30 pm

Module 1. Learning Project Basics

- Starting Microsoft Project
- Using the Interface
- Displaying/Hiding Toolbars
- Opening an Existing Project
- Using the Project Guide
- Closing a Project
- Creating a New Blank Project
- Defining a New Project
- Defining the Project Working Times
- Adding a Nonworking Day
- Changing Project Information
- Using a Project Template
- Learning Project Basics

Module 2. Working with Tasks

- Entering Tasks
- Editing Tasks
- Entering a Milestone Task
- Entering a Recurring Task
- Viewing and Hiding Recurring Tasks
- Editing Recurring Tasks
- Filtering Tasks
- Working with Tasks

Module 3. Organizing Tasks

- Indenting and Outdenting Tasks
- Collapsing and Expanding an Outline
- Inserting a Task
- Deleting a Task
- Moving a Task
- Documenting a Task
- Creating a Project Summary Task
- Viewing the WBS Codes
- Organizing Tasks

Module 4. Scheduling Tasks

- Linking Tasks
- Linking Summary Tasks
- Unlinking Tasks
- Changing Task Relationships
- Applying Lag and Lead Time
- Applying a Constraint
- Entering a Start or Finish Date
- Setting a Deadline Date
- Rolling Up Gantt Bars to a Summary Bar
- Modifying Linked Tasks
- Scheduling Tasks

Module 5. Working with Views

- Changing Views
- Displaying the View Bar
- Using a Combination View
- Changing the View in a Pane
- Formatting the Timescale
- Zooming the Timescale
- Formatting Text
- Formatting Bars
- Formatting Gridlines
- Creating a Formatting Style
- Printing a View
- Working with Views

Module 6. Working with Resources

- Creating a Work Resource
- Creating a Material Resource
- Assigning a Work Resource to a Task
- Assigning Work Resources - Project Guide
- Adding More Resources to a Task
- Removing a Resource Assignment
- Assigning a Material Resource to a Task
- Graphing Resource Availability
- Filtering for Available Resources
- Using the Task Form View
- Changing the Task Type
- Changing Task Assignment - Project Guide
- Contouring a Work Assignment
- Working with Resources

Module 7. Working with Calendars

- Modifying Individual Resource Calendars
- Modifying a Calendar - Project Guide
- Changing Resource Availability Over Time
- Creating a Base Calendar
- Assigning a Base Calendar to Resources
- Assigning a Base Calendar to a Project
- Assigning a Calendar to a Task
- Working with Calendars

Module 8. Adjusting Resources

- Viewing Resource Usage
- Resolving Conflicts by Increasing Units
- Leveling a Resource
- Specifying Leveling Timeframes
- Changing the Leveling Order
- Leveling by Entering a Delay Amount
- Clearing Leveling

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- Splitting a Task
- Changing Leveling to Automatic
- Setting Task Level Priority
- Adjusting Resources

Module 9. Assigning Costs

- Assigning Standard Rates
- Assigning Overtime Rates
- Assigning a Per-Use Cost to a Resource
- Selecting an Accrual Method
- Assigning Resource Codes
- Creating a Resource Rate Table
- Assigning a Resource Rate Table
- Assigning Fixed Material Resource Costs
- Viewing Resource Costs
- Viewing Task Costs
- Assigning a Fixed Cost to a Task
- Assigning Costs

Module 10. Working with the Critical Path

- Viewing the Critical Path
- Viewing Slack
- Assigning Overtime to a Task
- Working with the Critical Path

Module 11. Customizing Project Information

- Using the Options Dialog Box
- Setting Save Options
- Setting Scheduling Options
- Setting Calculation Options
- Using the Drawing Toolbar
- Customizing Project Information

Module 12. Filtering/Sorting/Grouping Information

- Using the AutoFilter Feature
- Creating a Custom Filter
- Sorting a View
- Creating a Custom Sort
- Grouping Resources or Tasks
- Creating a Custom Grouping
- Filtering/Sorting/Grouping Information

Module 13. Using More Customization Features

- Applying a Table to a View
- Creating a Custom View
- Creating a Custom Table
- Adding a Table Column
- Hiding a Table Column
- Using the Organizer to Reset Defaults
- Using the Organizer to Customize Templates
- Using the Gantt Chart Wizard
- Creating Custom Outline Codes
- Using More Customization Features

Module 14. Working with Baselines

- Saving a Project Baseline
- Using the Tracking Gantt
- Updating a Project Baseline
- Updating Tasks in a Baseline
- Saving Additional Baselines
- Saving a Project Interim Plan
- Clearing a Baseline
- Working with Baselines

Module 15. Tracking Your Progress

- Updating a Completed Task
- Setting the Status Date
- Updating a Task on Schedule
- Updating a Task Not on Schedule
- Viewing Slippage
- Updating Projects on Schedule
- Using the Project Guide to Track Tasks
- Entering the Percent Complete
- Entering Completed and Remaining Work
- Entering Actual and Remaining Durations
- Entering Timephased Work Values
- Rescheduling Uncompleted Work
- Checking Progress with the Project Guide
- Applying Progress Lines
- Viewing Summary Information
- Tracking Your Progress

Module 16. Evaluating and Distributing Data

- Viewing Earned Value Data
- Viewing Earned Value Indicators
- Viewing Costs with the Project Guide
- Creating a Report
- Creating a Custom Report
- Creating a Crosstab Report
- Using the Print Preview Window
- Changing Page Setup Options
- Printing a Report
- Evaluating and Distributing Data

Module 17. Finalizing a Project

- Marking Tasks Complete
- Correcting Actual Data
- Analyzing Final Data
- Using Final Data in a New Project
- Copying Task Names to a New Project
- Finalizing a Project

Module 18. Working with Multiple Projects

- Creating a Subproject
- Inserting a Project
- Unlinking Subprojects
- Consolidating Open Projects
- Linking and Unlinking Subproject Tasks
- Saving a Workspace File
- Working with Multiple Projects

Module 19. Working with Resource Pools

- Creating a Resource Pool
- Linking a Project to a Resource Pool
- Opening a Sharer File
- Updating a Resource Pool
- Opening a Resource Pool
- Working with Resource Pools

Module 20. Importing and Exporting Data

- Using an Existing Map to Import Data
- Creating a Custom Map to Import Data
- Using an Existing Map to Export Data
- Creating a Custom Map to Export Data
- Using the Project Excel Template
- Saving a Project as a Database
- Importing and Exporting Data

Module 21. Working with Graphics and Web Pages

- Inserting a Graphic Image
- Creating a Hyperlink to Another File

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- Creating a Hyperlink to a View
- Using Graphical Indicators
- Copying a Project to a Picture
- Saving a Project as an HTML File
- Working with Graphics and Web Pages