

Project 2003 Introduction Day 1

Duration: 1 Day

Course Overview:

This is the first day of a two-day course designed to introduce students to project planning and management using Microsoft Project 2003. Students learn the theory behind project management techniques as well as how to properly apply those techniques. During the class students are directed step-by-step through the process of setting up and managing a large project. Exercises include managing tasks, resources, and costs; resolving time and resource conflicts; sorting and filtering project information effectively; and utilizing base and task calendars. This course meets the Microsoft Proficiency Guidelines for Microsoft Project at the Expert level.

Students Learn:

- Project management concepts and Project 2003 screen elements
- Organizing the Task List into an outline
- Assigning and adding resources
- Create Cost Rate tables and applying the Cost Rate tables to tasks
- Scheduling, sorting and filtering data

Who Should Attend: Anyone who will be using the Microsoft Project 2003 to assist them with their project planning. Managers and PC Coordinators who will be supporting staff using Microsoft Project 2003.

Prerequisites: Windows 2000/XP Introduction or equivalent knowledge. Some project management experience is desirable.

Course Outline:

Examining Project Management

Defining Project Management
Identifying Project Management Phases
Understanding the Project Triangle
Reviewing & Analyzing a Case Study

Getting Started with Project

Opening and Scrolling through Projects
Exploring Toolbars and Menus
Setting Options & Getting Help

Working with Project Views

Using the View
Filtering Views
Sorting Views
Grouping Views

Creating Projects

Creating Projects from Templates
Creating Projects from Scratch
Entering Summary Information
Setting Up Project Calendars
Saving New Projects

Working with Tasks

Creating Task Lists
Entering Task Durations
Creating Milestones
Importing Task Lists

Outlining Task Lists

Outlining Tasks
Collapsing & Expanding Outlines
Using WBS Codes

Assigning Task Relationships

Describing Task Dependencies
Linking Tasks
Adding Lead and Lag Times
Creating Recurring Tasks

Using Constraints and Deadlines

Describing Constraints
Setting Constraint Options
Applying Constraints
Using Task Calendars
Setting Deadline Dates

Working with Resources

Creating Resource Lists
Using Base Calendars
Describing How Project Schedules
Working With Assignments
Describing Resource Pools

Working with Costs

Assigning Costs to Resources
Assigning Fixed Costs to Tasks
Viewing Total Project Costs