

# Project 2003 Introduction Day 2

**Duration:** 1 Day

## Course Overview:

This is the second day of our two-day Microsoft Project course. Building on the skills learned in the first day, this course focuses on tracking and evaluating the progress of a project and making the necessary adjustments in time, resources, and costs. The exercises include identifying and adjusting a project's critical path; identifying and resolving the over-allocation of resources; saving a baseline plan for measuring progress; creating and using custom tables, filters, forms, and views; and creating and printing custom reports. Students also learn how to share project data with other Office applications and to consolidate separate projects into a master project file.

## Students Learn To:

- Identify the critical path and make adjustments to task duration
- Identify and resolve problems with over-allocated resources
- Evaluate and adjust project costs and manage cash flow
- Update task information and reschedule overdue tasks
- Create custom tables, forms, filters, views and reports
- Share project data with other applications
- Consolidate project files and view multiple critical paths
- Create and use project templates

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

**Prerequisites:** Project 2003 Introduction Day 1.

## Course Outline:

### Evaluating & Adjusting Time Factors

Identifying Slack  
Adjusting the Critical Path  
Decreasing Task Duration

### Evaluating and Adjusting Resources

Identifying Over-allocated Resources  
Resolving Resource Over-allocation  
Modifying Resources Calendars

### Evaluating and Adjusting Costs

Displaying Costs  
Reducing Costs  
Managing Cash Flow

### Tracking Progress

Saving Projects with Baseline Plans  
Updating Project Schedules  
Analyzing Performance  
Tracking Costs  
Rescheduling Tasks

### Using Custom Tables, Filters, and Forms

Using Custom Tables  
Using Custom Forms  
Using Custom Filters  
Using the Organizer

### Customizing Views

Customizing Gantt Charts  
Customizing Network Diagrams  
Using the Drawing Toolbar  
Using Custom Views

### Customizing Reports and Printed Views

Controlling Output in Printed Views  
Customizing Predefined Reports  
Creating Custom Reports

### Sharing Information with Other Users

Sharing Project Information with Other Applications  
Using Macros  
Saving Projects in Project 98 Format

### Working With Consolidated Projects

Creating Consolidated Projects  
Updating Consolidated Projects  
Using Templates  
Deleting Templates