

PROJECT 2003 LEVEL 1

2 - day course
Course Code: M131en

Who should attend? This course is intended for new users of Project 2003.

Prerequisites Windows 95, 98, 2000, XP or Windows NT 4.0

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand the basic operations of the software, work with windows, menus, commands, and views
- Create a new project file and create, edit and outline a task list, as well as establish dependencies by linking tasks
- Add and assign resources to a project file, work with project calendars, and enter project costs, such as standard, variable and fixed costs
- Apply page setup options, create headers and footers, insert page breaks, and preview and print project information
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path
- Apply preset and custom contours, edit resource assignments, identify and resolve resource overallocations, and set and modify a baseline
- Track the progress of a project, update tasks and the schedule, and compare baseline and actual data
- Sort, filter, and group views
- Format views and format the Gantt Chart

Course Content

The Basics

Project Management Concepts ; Getting Started ; Project Application and Project File Windows ; Project Guide ; Project Menus and Commands ; Filing Projects ; Displaying Project Views ; Moving Within a View ;

Project Creation

Project Information ; Creating Task Lists ; Editing Task Lists ; Outlining Task Lists ; Task Dependencies ; Modifying Task Dependencies ; Task Information ;

Project Resources and Costs

Project Resources ; Resource Assignment Concepts ; Assigning

PROJECT 2003 LEVEL 1

Resources ; Working with Project Calendars ; Working with Resource Calendars ; Working with Task Calendars ; Entering Project Costs ;

Printing Schedule Information

Page Setup Options ; Previewing Views and Reports ; Printing Project Information ;

Changing Scheduling Methods

Resource Assignment Concepts ; Task Type Settings ; Applying Task Type Settings ; Task Constraints ; Defining the Critical Path ; Formatting the Critical Path ;

Resolving Resource Conflicts

Preset Contours ; Applying Preset Contours ; Editing Resource Assignments ; Resource Overallocations ; Locating Resource Overallocations ; Resolving Resource Overallocations ; Saving the Baseline ;

Tracking Project Progress

Tracking Task Progress ; Updating Tasks ; Updating the Remaining Schedule ; Comparing Baseline and Actual Data ;

Sorting, Filtering and Grouping

Sorting Views ; Filtering Views ; Grouping Within Views ;

Formatting the Project Environment

Formatting Views ; Formatting the Gantt Chart ;
