

# PROJECT 2003 LEVEL 2

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1 - day course  
Course Code: M132en

**Who should attend?** This course is intended for participants who are familiar with Project 2003.

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**Prerequisites** Project 2003 Level 1

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

- Customize Microsoft Project elements including tables, views, and reports
- Use sample templates, create custom templates, and use the Organizer to manage project elements
- Display progress lines, apply Earned Value tables, and conduct PERT Analysis
- Use and create Import/Export maps
- Create master projects, insert and work with subprojects, and create links to external tasks
- Assign tasks to resources from a resource pool, modify resource information, and update the resource pool
- Introduce rollup task bars, hyperlinks, custom WBS codes, and macros

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## Course Content

### Customizing Tables, Views, and Reports

Customizing Project Elements ; Custom Tables ; Custom Views ; Custom Reports ;

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### Working with Templates

Sample Templates ; Custom Templates ; The Organizer ;

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### Tracking and Analysing Project Data

Progress Lines ; Earned Value Analysis ; PERT Analysis ;

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### Importing and Exporting Data

Importing and Exporting Files ; Using Import/Export Maps ;

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### Working with Multiple Projects

Master Projects and Subprojects ; Working with Multiple Projects ; Linking Tasks Across Projects ;

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## Resource Pools

Resource Pools ; Working with Resource Pools ;

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## Additional Features

Rollup Task Bars ; Hyperlinks ; Custom WBS Codes ; Macros ;

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