

MICROSOFT PROJECT 2003

Introduction to Project 2003

This two-part class introduces you to the basics of Microsoft Project 2003. Project 2003 is designed to track the tasks, resources, and schedules needed to manage complex projects.

You'll start with project management basics and an overview of the Project 2003 interface. Next, you'll create a project and adjust the working hours for the project. You'll learn how to create and work with tasks, the specific steps that comprise a project, including milestone and recurring tasks. You'll also learn how to adjust tasks, inserting, deleting, and moving them as necessary.

Next, you will work with the various ways to view a project (sheet, chart, and form). You'll learn how to change views and when each view is most useful. You'll work with resources, the people, equipment, etc., that help you complete tasks. You'll add resources and assign them to tasks.

You'll work with the calendars that Project 2003 provides to help you schedule your tasks. You'll learn how to adjust resources, including various methods of leveling resources. Finally, you'll learn to assign costs to resources to help you track project expenses.

You'll also learn the variety of printing options that Project offers, such as printing the project plan, printing standard reports, and modifying report layouts and timescales.

This class will also cover tracking the progress of a project after the plan is completed. This includes saving a baseline, updating the progress of tasks that make up a project, choosing the best method of entering actuals, and rescheduling the project, if necessary.

The class will also cover importing data from Microsoft Excel and Microsoft Outlook.

This course can be customized to fit a company's specific needs.

This class meets for two half-days.

Prerequisites

Experience equivalent to Introduction to Windows.

Familiarity with project management tasks is useful, but not required.

See next page for course outline.

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Course Outline

Project Basics

- The Project 2000 Interface
- Starting a Project
- Adjusting Working Hours

Tasks

- Entering and Editing Tasks
- Durations
- Milestone and Recurring Tasks
- Filtering Tasks
- Linking and Unlinking Tasks
- Adjusting and Moving Tasks
- Constraints
- Outlining Tasks

Views

- Working with Views
- Changing and Formatting Views
- Combination Views
- Timescales

Resources

- Creating Resources
- Assigning and Removing Resources
- Changing Task Types
- Contouring a Work Assignment

Calendars

- Using Calendars
- Changing Resource Working Hours
- Working with a Base Calendar

Adjusting Resources

- Resource Allocation
- Leveling Resources
- Task Level Priority

Costs

- Defining and Assigning Costs
- Assigning Standard and Overtime Rates
- Working with a Resource Table

Printing Reports

- Printing the Project Plan
- Page Setup Options
- Printing Standard Reports
- Modifying Standard Reports

Formatting a Project

- Formatting Bar Styles
- Formatting the Timescale

Importing Data

- Importing Tasks from Excel
- Importing Tasks from Outlook

Tracking Your Project

- Saving a Baseline
- Reviewing Baseline Information
- Saving Additional Baselines
- Updating Task Progress
- Choosing the Best Method of Entering Actuals
- Rescheduling the Project