

Project 2003:Basic

1 Day

Description

This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2003 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Prerequisites

Students enrolling in this class should have the following:

- ✓ An understanding of project management concepts.
- ✓ Windows XP : Introduction.
- ✓

The following would be helpful, but are not required:

- ✓ A basic knowledge of Microsoft Word and Microsoft Excel.
- ✓ Project Management Fundamentals: Part One
- ✓ Project Management Fundamentals: Part Two

Objectives

Upon successful completion of this course, students will be able to:

- ✓ create a project plan file and enter task information.
- ✓ create a work breakdown structure by organizing tasks and setting task relationships.
- ✓ Assign and manage project resources.
- ✓ Work with tables,filter and sort tasks.
- ✓ finalize the project plan file.

Outline

Unit 1: Getting started

- Topic A: Project management concepts
- Topic B: Exploring the Project 2003 window
- Topic C: Using Help
- Topic D: Working with project files
- Topic E: Closing project files and closing Project 2003

Unit 2: Working with tasks

- Topic A: Creating a task list
- Topic B: Modifying a task list
- Topic C: Creating a Work Breakdown Structure

Unit 3: Scheduling tasks

- Topic A: Setting up task links
- Topic B: Working in Network Diagram view
- Topic C: Working with advanced task options

Unit 4: Managing resources

- Topic A: Creating base calendars
- Topic B: Working with resources and calendars
- Topic C: Working with resource costs

Unit 5: Working with views and tables

- Topic A: Working with views
- Topic B: Working with tables

Unit 6: Filtering, grouping, and sorting

- Topic A: Working with filters
- Topic B: Working with groups
- Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

- Topic A: Finalizing schedules
- Topic B: Resolving resource conflicts