

## Microsoft® Project 2003

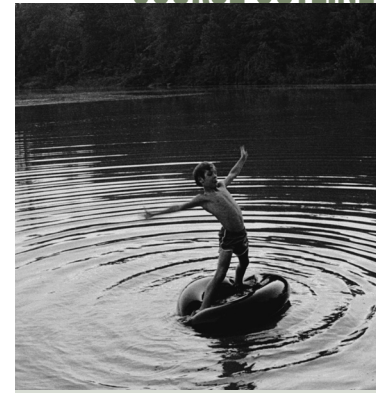
This introductory workshop helps project managers and team leaders master the basic features and functionality of Microsoft® Project 2003, such as initiating projects, planning, executing, controlling and reporting on progress. Emphasis is placed on using software to effectively create and manage project schedules using accepted project management principles and techniques. Students are encouraged to bring to class samples from their work projects, which are then incorporated into the exercises. This ensures that key project management concepts are transformed into experiential knowledge, which can be immediately applied to real-life projects when participants get back to work.

### FEATURES

- Integrated student-driven case study.
- Case study results to take back and apply to your current job assignment.
- Control the scheduling of project tasks using task dependency relationships and task constraints.
- Use resource management methods: resource driven vs. fixed duration vs. effort driven.

### DISCOVER HOW TO

- Apply fundamental skills of project management as described in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.
- View data entry screens, view screens, preference settings, and dialog boxes.
- Use work breakdown structure and task outline features to group project tasks.
- Adjust the project schedule through the use of project and resource calendars.
- Use tables and filters for displaying tasks and resources.
- Meet imposed project end dates during scheduling by using critical path analysis.
- Set and use the project baseline to implement variance analysis.
- Track and control features to ensure project completion within budget.
- Produce summarized and detailed project reports and views.
- Analyze and adjust schedules, resources, and costs as the project progresses.



DURATION: 2 days.

CAPACITY: 20 people.

WHO SHOULD ATTEND: project managers, team leaders, and team members who need the primary functions and features of Microsoft® Project at the skill level.

PREREQUISITES: a solid understanding of project management principles is recommended. Familiarity with Microsoft® Windows fundamentals is required.

PDUs: 16 credits.

COMPETENCIES

Schedule Development  
 Information Distribution  
 Cost Estimating  
 Schedule Control  
 Cost Budgeting  
 Cost Control  
 Project Plan Execution  
 Performance Reporting

OUTLINE SUMMARY

**Creating a Project**

- Understanding the Microsoft® Project default screen layout.
- Changing the default view to task entry view.
- Understanding the need and use of base calendars.
- Creating the project base calendar.
- Entering overall project information.
- Entering the project start date.
- Saving project files.
- Entering tasks and duration.
- Entering and using milestones.
- Entering and using notes.
- Modifying task information.
- Changing the Gantt chart timescale units.
- Understanding the benefits of outlining the project.
- Outlining a project.
- Collapsing and expanding the outline.
- Viewing WBS codes.
- Linking tasks, finish-start (FS).
- Viewing the project using the PERT chart.
- Displaying the critical path on the Gantt chart.
- Using the Microsoft® Project organizer.
- Using duration compression methods and critical path analysis to shorten the critical path.
- Assigning other task dependency.
- Understanding relationships.
- Entering task constraints.
- Setting and using the project deadline constraint.
- Resolving constraint conflicts.
- Changing the page setup for a view report.

- Previewing and printing a view.
- Printing task notes.
- Creating a student project.

**Managing Resources**

- Creating a resource pool.
- Adding additional resources and costs to the resource pool.
- Sorting resources.
- Assigning resources to tasks.
- Setting up base/resource calendars.
- Using resource-driven or fixed duration schedule methods.
- Using effort-driven scheduling.
- Reviewing and adjusting resource allocations.
- Identifying resource conflicts.
- Understanding the use of resource filters.
- Reviewing the impact of resource availability.
- Modifying the student project using resources.

**Tracking the Project**

- Setting a project baseline.
- Using the project baseline.
- Modifying the project using the PERT chart.
- Modifying the PERT chart display.
- Updating the schedule with actual data.
- Comparing the original to the current schedule.
- Reviewing and adjust project costs.
- Learning to preview and print reports.
- Changing the timescale for reports.
- Filtering tasks and resources.



Get to the Heart of the Matter.<sup>sm</sup>