

Duration: Two days

Associated courses: None

Project 2003 Introduction

Description	Pre-requisites
This course aims to introduce the learner to using Microsoft Project 2003 to help manage a large range of projects, from small to large scale. It covers the important aspects of dealing with tasks and resources and pays particular and crucial attention to problem areas that often arise when using a computer to help manage projects.	This course is designed for participants with little or no knowledge of Microsoft Project 2003. However, some understanding of Windows and file management would be desirable.

CONTENTS

<p>Microsoft Project Basics</p> <ul style="list-style-type: none">Overview of Microsoft ProjectGetting acquainted with the Microsoft Project screenWorking with viewsWorking with combination viewsWorking with tablesWorking with the Gantt chart viewUnderstanding Microsoft Project menusUnderstanding toolbarsWorking with existing project filesExiting from Microsoft Project <p>Help!</p> <ul style="list-style-type: none">Printed help sourcesUsing project helpWorking with the office assistant <p>Creating A New Project</p> <ul style="list-style-type: none">New project overviewUnderstanding your projectCreating a new projectSaving a new project fileSetting specific optionsPitfalls in changing optionsAdjusting the standard calendarsCreating public holidaysCreating a new calendarSpecifying project summary informationSpecifying project information	<p>Project Management</p> <ul style="list-style-type: none">What is a project?Tasks and resourcesThe importance of planningSteps in project managementProject management toolsUsing a computerThe advantages and disadvantages of Microsoft Project <p>Creating Tasks</p> <ul style="list-style-type: none">Overview of creating tasksReviewing the projectEntering tasksCreating summary tasksMoving about a sheetWorking with summary tasks <p>Task Durations</p> <ul style="list-style-type: none">Task duration overviewEntering task durationsDisplaying critical tasksChecking project statusUnderstanding project slackEntering milestones <p>Creating Relationships</p> <ul style="list-style-type: none">Overview of creating relationshipsCatching up with the case studyCreating relationships using the link tool and task entryUsing task information for relationshipsCreating relationships in a sheetKeeping to schedule using RelationshipsEntering lag timeEntering lead time	<p>Resourcing a Project</p> <ul style="list-style-type: none">Overview of resourcingCreating a resource poolEntering materialsAssigning calendars to resourcesAdjusting resource informationChanging the unit display <p>Assignment Concepts</p> <ul style="list-style-type: none">Understanding resource assignmentProject's calculation methodologiesUnderstanding effortCreating simple assignmentsUnderstanding task typesWorking with fixed unit assignmentsWorking with fixed duration assignmentsWorking with fixed work AssignmentsWorking with the driver resourceUnderstanding effort driven resourcingDisabling effort driven resourcing <p>Assigning Resources</p> <ul style="list-style-type: none">Overview of assigning resourcesAssigning resources using task entry viewAssigning part time resourcesContouring resource usageAssigning specific work timesProblem assignmentsAssigning resources in task informationAssigning resources in a sheetAssigning resources that you don't have
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