

MS Project 2003 Intro/Intermediate



Duration **2 Days** Course Code: **I-J013**

This two-day workshop has been designed as a practical "hands-on" introduction to the concepts of Project 2003, Microsoft's project management and planning tool.

Learning Outcomes

By the end of this course students will be able to discuss project management terminology and principles, develop a project plan incorporating tasks and task relationships, create and assign project resources, update progress, manage and report projects costs, identify and resolve over-allocated resources and display and edit a project in a variety of views.

Prerequisites

This course is designed for students with little or no knowledge of Project. Basic computer awareness, keyboard and mouse skills are however essential.

Project Management Principles

- Setting the projects objective's
- Building the plan
- Managing the projects progress
- Reporting
- Understanding the critical path

Getting Started

- Why use Project?
- The Project 2003 screen
- Different project views
- Creating a new Project
- Project properties
- Saving your Project
- Working with an existing Project
- Calendars
- Entering task information
- Editing your task list
- Viewing your Project

Working with Task Information

- Milestones
- Summary tasks
- Recurring tasks
- Attaching notes
- Establishing and modifying task relationships
- Task constraints
- Splitting tasks

Resources and Costs

- Establishing resources
- Assigning resources to tasks
- Adjusting work allocation
- Project costs

Reporting

- Printing a basic project
- Changing views to report on your Project
- Grouping
- Filtering
- Calendar View
- Changing print Setup options
- Reports

Resolving Overallocations

- Identifying overallocations
- Solutions to overallocations
- Rescheduling work
- Allocating overtime
- Modifying resource Calendars
- Autolevelling

Tracking Progress

- Saving a baseline
- Saving for selected tasks
- Saving interim plans for the entire Project
- Tracking Progress Rescheduling Tasks

Working beyond a Single Project

- Sharing resources between Projects
- Consolidating multiple Projects
- Project's Global Information

Appendix A

- Additional Topics
- Making the most of Help
- Customising the Toolbars

