

## Project 2003 Introduction

(2 day course)



### Who should attend

Individuals attending this course are involved in one or more of the areas listed below:

- Creating and maintaining project files
- Reporting project information
- Managing project resources and activities
- Tracking project progress

### Prerequisites

A working knowledge of the skills outlined within *Windows 95 Introduction* or the *Windows NT 4.0 Introduction* is required.

### What course provides

This instructor-led course explores the tools that Project 2002 (XP) provides for creating and managing projects. Specifically, the course covers planning a project, customizing calendars, building a workplan outline, creating dependency links, and defining resources as well as assigning resources to tasks. The course also shows students how to manage resource allocation, set a baseline for a project, and track progress on a project. An introduction to formatting views and printing is also included.

### What students learn

Upon completing this hands-on course, the student will have:

- Created and saved a new project file
- Defined and outlined a project task list
- Created and modified task dependency links
- Defined a resource pool and assigned resources to various tasks
- Explored several methods for managing resource work
- Set a baseline for a project
- Tracked actual progress on a project and rescheduled incomplete work
- Formatting a Gantt Chart view, including task bars, timescales, and text attributes
- Previewed and printed views and reports

### What students receive

Each student receives a copy of our Productivity Point Student Manual for post-class reference and review.

### Continuing Professional Education (CPE) Credits

All courses are measured in fifty-minute contact hours. Therefore, this course is worth 15 CPE credits.

### Course Outline

#### Introducing Project Management

- Managing Projects
- Reviewing Scheduling Terminology

#### Exploring Microsoft Project

- Working with Menus and Toolbars
- Working with Views
- Getting Online Help

#### Planning a Project

- Setting Project Information and Options
- Managing Project Calendars

#### Defining and Outlining Tasks

- Defining and Entering Tasks
- Using the Task Information Form
- Outlining the Project

#### Creating Task Dependencies

- Defining Task Dependencies
- Modifying Task Dependencies

#### Defining and Assigning Resources

- Defining Resources
- Exploring Work Assignment Details
- Assigning Resources to Work on Tasks

#### Managing Resource Allocation

- Identifying Resource Conflicts
- Resolving Resource Conflicts
- Using Resource Leveling

#### Finalizing the Project Plan

- Reviewing the Final Plan
- Setting the Baseline

#### Tracking Work on the Project

- Tracking Actual Progress
- Rescheduling Incomplete Tasks

#### Enhancing Views and Printing

- Enhancing the Gantt Chart View
- Previewing and Printing Views
- Previewing and Printing Reports