

Microsoft Project 2003 Introduction – Duration 1 day

Pre-requisites: Delegates must be confident with using a keyboard, Windows and a mouse.

Aim: By the end of this course you will be able to use Project to an Intermediate Level with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Introduction
- Creating
- Task Relationships
- Networks
- Managing
- Resources
- Printing
- Tracking

- Course Outline:**
- Introduction to Project Management**
 - What is Project?
 - What is Project Management?
 - Project Objectives
 - Why Plan?
 - The Project Lifecycle
 - Getting Started**
 - Starting MS Project
 - Getting Help
 - Creating a Project**
 - Starting a New Project
 - Menus
 - Opening an Existing Project File
 - Inserting a Task
 - Inserting a Group of Tasks
 - Cutting and Pasting
 - Editing Text
 - Task Notes
 - Using and Accessing a Project's Supporting Documentation
 - Saving the Project
 - Project Constraints**
 - Entering Date Constraints
 - Lead and Lag Times
 - Task Relationships/Dependencies**
 - Entering Task Relationships
 - Considering Different Relationships
 - Editing and Deleting Relationships
 - Monitoring Relationships
 - Outlining
 - Milestones
 - Recurring Tasks
 - Networks**
 - Gantt Charts
 - Precedence Networks (PERT Charts)
 - Critical Path Analysis
 - Managing the Project**
 - The Project Information Dialogue Box
 - The File Properties Dialogue Box
 - Defining and Assigning Resources**
 - Resource Allocation
 - Using a Resource Pool
 - Using Resources and Assigning Tasks via Outlook/GroupWise
 - Resource Costs
 - Using Resource Information
 - Resource Scheduling and Levelling

Amending the Working Day

- Changing the Working Hours
- Base Calendars
- Resource Calendars

Printing Charts

- Controlling Multiple Pages
- Page Height and Width
- Formatting Headers
- Footers and Legends
- The Print Dialogue Box
- The Reports Gallery
- Milestone Reports
- Task Reports
- Printing Task Notes
- Printing Task Notes on Reports

Timescales

- Using the Zoom Button Options
- Using the Zoom Options within View
- Formatting Timescales for Specific Needs
- Formatting the Gridlines

An Introduction to Tracking the Project

- Saving with a Baseline
- Task Completion
- The Tracking Gantt Chart

An Introduction to Multiple Projects

- Join together two or more Phases of Projects

Personal Development

- Create a Project involving your Workspace
- Getting it started under Supervision
- Develop it before returning for the Intermediate/Advanced Course