

MICROSOFT PROJECT 2003 INTRODUCTION

COURSE AIMS

This course is aimed at new users of Microsoft Project who have reasonable knowledge of Microsoft Windows and who have either used other project management software or who have some understanding of project management concepts and terms.

On completion of this course the user should be able to confidently do the following:

- Plan Projects using MS Project
- Manage and Track Projects
- Communicate Project Information

COURSE CONTENT

Introduction to Project Management

The Project Window

Views and Navigation

Starting a Project

Summary Information
Project Calendar

Entering Tasks

Task Durations
Summary Tasks
Milestones
Recurring Tasks
Outlining

Task Dependencies

Linking Tasks
Dependency Types

Gantt Charts

Bar Styles
Formatting the Timescale
Zooming

Constraints

Flexible versus Inflexible Constraints
Deadlines

Establishing Resources

Resource Types
Calendars
Costs
Assigning Resources to Tasks

Managing Resources

Resource Usage
Resolving Resource Conflicts
Resource Pools

Tracking

Setting a Baseline Plan
Entering Actuals
Comparing Actuals with Baseline

Reporting and Printing

Activity and Assignment Reports
Cost Reports
Progress Information

Customisation

AutoFilter and Filters
Sorting and Grouping
Linking Projects

NOTES

Some previous knowledge and/or experience of project management is assumed.