

## **Microsoft Project 2003 Training**

- **Course Number:** MSProj03
- **Length:** 1 Day(s)

### **Certification Exam**

This course will help you prepare for the following exam:

- **Project Management Institute (PMI) certification exam**

### **Course Overview**

Students will learn the fundamentals of Project 2003. Some of the things discussed in this course are calendars, resources, tasks, costs, and the different views used within the software for budget, status, allocations, and earned value. This course takes you step-by-step through your mastery of Microsoft Project 2003.

### **Prerequisites**

Project Management experience is required for participation in this course

### **Audience**

This course is intended for project managers, team leaders, and team members who wish to utilize Project 2003.

### **Course Outline**

- Course Introduction
- Course Introduction
- Chapter 1 - Getting Started with Microsoft Project
- Getting Started with Microsoft Project
- Defining Project Management
- Identifying Project Management Phases
- The Project 2003 Window
- Demo - Starting Project 2003
- Opening a Project 2003 File
- The View Bar
- Gantt Chart View
- Calendar View
- Form Views
- A Combination View
- Demo - Navigating Views
- Using Office Assistant
- The Help Task Pane
- Demo - Using Help
- Closing Files and Closing Project 2003
- Demo - Closing Files and Project 2003
- Chapter 1 Review
- Chapter 2 - Creating Projects
- Creating Projects
- Demo - Creating a New Project File

- Project Summary & Project Information
- Base Calendars
- Creating a New Base Calendar
- Change Working Time Dialog Box
- Demo - Creating a New Base Calendar
- Saving Project Files
- Setting Default Folder and Auto Save
- Demo - Saving a Project File
- Chapter 2 Review
- Chapter 3 - Working with Tasks
- Working with Tasks
- Task Lists
- Inserting Tasks
- Task Duration
- Demo - Adding Tasks and Durations
- Task Types
- Demo - Changing a Task Type
- PERT Analysis
- Using the PERT Analysis Toolbar
- Demo - Calculating Estimated Duration
- Deleting Tasks
- Rearranging Task Lists
- Demo - Moving a Task
- Milestone Tasks
- Demo - Setting a Milestone
- Chapter 3 Review
- Chapter 4 - Outlining Task Lists
- Outlining Task Lists
- Task Hierarchy
- Outlining a Task
- Work Breakdown Structure (WBS)
- Indenting and Outdenting Tasks
- Hiding and Unhiding Subtasks
- Demo - Hiding and Unhiding Subtasks
- Adding a Project Summary Task
- Demo - Adding a Project Summary Task
- WBS Codes
- Demo -WBS Codes
- Chapter 4 Review
- Chapter 5 - Assigning Task Relationships
- Assigning Task Relationships
- Task Links
- Task Dependencies
- Linking & Unlinking Tasks
- Demo - Linking and Unlinking Tasks
- Changing Predecessors
- Demo - Changing Predecessors
- Lead versus Lag Time
- Demo - Adding Lead and Lag Time
- Recurring Tasks
- Demo - Adding Recurring Tasks
- Chapter 5 Review

- Chapter 6 - Creating Resources
- Creating Resources
- The Resource Sheet
- Resource Sheet Details
- Demo - Creating Resources
- Resource Calendar
- Demo - Creating a Resource Calendar
- Chapter 6 Review
- Chapter 7 - Assigning Resources
- Assigning Resources
- Assigning Resources
- Demo - Assign Single Resource to Task
- Assigning a Resource to Multiple Tasks
- Demo - Assign Mult. Tasks & Resources
- The Resource Pool
- The Share Resources Dialog Box
- Demo - Share Resources - Another Proj.
- Effort-Driven Schedules
- Demo - effort-driven/non-effort-driven tasks
- Chapter 7 Review
- Chapter 8 - Using Constraints and Deadlines
- Using Constraints and Deadlines
- Task Constraints
- Constraint Types
- Demo - Setting a Task Constraint
- Task Calendars
- Demo - Creating/Applying Task Calendar
- Setting Deadlines
- Demo - Setting a Deadline
- Chapter 8 Review
- Chapter 9 - Evaluating and Adjusting Resources
- Evaluating and Adjusting Resources
- Resource Overallocation
- Adding the Overallocation Field
- A Sample Resource Usage View
- Demo - Identifying Overallocation
- Resource Leveling
- Leveling a Resource Manually
- A Sample Resource Allocation View
- Demo - Leveling Resources Manually
- Split a Task
- Demo - Splitting a Task
- Chapter 9 Review
- Chapter 10 - Evaluating and Adjusting Time Factors
- Evaluating and Adjusting Time Factors
- Slack
- Demo - Displaying Slack in a Plan
- Critical Tasks
- Network Diagram with Critical Tasks
- Zooming Network Diagram View
- Demo - Displaying the Critical Path
- Methods for Adjusting Time

- Delay Resource Work
- Demo - Delaying Resource Work
- Assign Overtime to a Resource
- Demo - Assigning Overtime
- Types of Costs
- Demo - Using the Cost Table
- Methods for Adjusting Costs
- Demo - Adjusting Costs
- Chapter 10 Review
- Chapter 11 - Tracking Progress
- Tracking Progress
- Baseline Plan
- Project Statistics
- Demo - Saving a Baseline Plan
- Update Percentage of Task Completed
- Demo - Updating Task Completion %
- Update Tasks that are in Progress
- Update Actual Start and Finish Dates
- Demo - Update Actual Start/Finish Dates
- View Progress in Network Diagram View
- Demo - View Progress in Network Diagram
- Update the Actual Work Performed
- Demo - Update Actual Work Performed
- Earned Value
- The Earned Value Table
- Demo - Display the Earned Value Table
- Slippage
- Demo - Displaying Slippage in a Plan
- Chapter 11 Review
- Chapter 12 - Working with Project Views
- Working with Project Views
- Modify a Bar Style
- The Bar Styles Dialog Box
- Demo - Modifying a Bar Style
- Format a Timescale
- Custom Views
- Customize Network Diagram View
- Demo - Create Custom Network Diagram View
- Tables
- Demo - Create New Table from Existing
- Inserting and Deleting Table Columns
- Hiding Columns
- Demo - Modifying a Table
- Using Custom Fields
- Demo - Creating Custom Fields
- Filters
- Demo - Sharing a Filter Between Projects
- The Drawing Toolbar
- Demo - Using the Drawing Toolbar
- Using Organizer
- Copy Project Elements a Specific Project
- Demo - Organizer

- Chapter 12 Review
- Chapter 13 - Customizing Printed Views and Reports
- Customizing Printed Views and Reports
- Print the Current View
- Demo - Printing the Current View
- Reports
- Demo - Printing a Report
- Create a Custom Report
- The Crosstab Report
- Demo - Creating a Custom Report
- Run a Report Macro
- The Record Macro Dialog Box
- The Macros Dialog Box
- Demo - Running a Macro
- Chapter 13 Review
- Course Closure