

# 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

