

Microsoft Project 2003: Introduction

Course Length: 2 Days

Prerequisites: None.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Create a project plan file and enter task information.
- ◆ Create a work breakdown structure by organizing tasks and setting task relationships.
- ◆ Assign project resources.
- ◆ Finalize the project plan file.

Course Content

Day 1

Lesson 1: Creating a Project Plan File

- Create a Project Plan File
- Create and Assign a Project Calendar
- Add Tasks to the Project Plan File
- Add a Project Summary Task
- Add a Recurring Task
- Enter Task Duration Estimates

Lesson 2: Creating a Work Breakdown Structure

- Outline Tasks
- Link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Constrain Tasks
- Set a Task Deadline

Lesson 3: Creating and Assigning Resources

- Create Resources
- Create a Resource Calendar
- Assign Resources
- Assign Additional Resources to a Task
- Resolve Resource Conflicts

Lesson 4: Finalizing the Project Plan

- View the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Display Project Summary Information

Day 2

Lesson 1: Exchanging Project Plan Data with Other Applications

- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Data into Excel
- Copy a Picture into a Word Document
- Save Project Plan Information as a Web Page

Lesson 2: Updating a Project Plan

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

Lesson 3: Creating Custom Reports

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

Lesson 4: Re-using Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan

If you have any questions about this course, please call CompuTrain at (713) 349-9186.