

Microsoft Project 2003: Professional

Course Length: 1 Day

Prerequisites: [Project 2003 - Introduction](#).

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

- ◆ Create a new enterprise project on the Project Server.
- ◆ Resource an enterprise project.
- ◆ Establish a project within the EPM solution.
- ◆ Manage project updates.
- ◆ Manage project-related information.
- ◆ Analyze a project within the context of the enterprise.

Course Content

Lesson 1: Creating a New Enterprise Project on the Project Server

Establish Access to the Project Server
Create a New Enterprise Project
Save a New Project to the Project Server
Open an Existing Enterprise Project

Lesson 2: Resourcing an Enterprise Project

Build a Team from the Enterprise Resource Pool
Substitute Enterprise Resources Automatically
Assign Local Resources to Tasks

Lesson 3: Establishing the Project

Publish All Project Information to the Team
Save a Version for Reference
Change Managers for Assignments
Request Periodic Status Reports

Lesson 4: Managing Project Updates

Update Task Progress in Project Web Access
Mark Task Updates Submitted by Enterprise Resources
Review Update History
Adjust Updates from Resources
Request Progress Information for Selected Tasks

Lesson 5: Managing Project-related Information

Compile a Team Status Report
Manage Issues
Mitigate Risks
Upload a Document
AutoFilter Project-related Files

Lesson 6: Analyzing Enterprise Project Information

Compare Versions of an Enterprise Project
View Projects in the Project Center
Use the Portfolio Analyzer

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