Project 2003 - Lvl 1

Introduction to Project 2003

Synopsis:

This module introduces Microsoft Project 2003. Students will learn how to work with tasks and views, as well as schedule and organize tasks.

Prerequisites:

An understanding of Windows

Objectives:

- Explore Project
- Learn Project basics
- Work with tasks
- Organize tasks
- Schedule tasks
- Work with views

This module includes:

Exploring Project

Working with Project
Recognizing management tools
Starting Microsoft Project
Using the Interface
Using the project window
Using menu commands
Displaying and hiding toolbars
Displaying hidden toolbar buttons
Moving and resizing toolbars
Changing menu and toolbar options
Using the task pane
Exiting Microsoft Project

Learning Project Basics

Opening an existing project
Using the Project Guide
Closing a project
Creating a new blank project
Defining a new project
Defining the project working times
Adding a nonworking day
Changing project information
Using a project template

Working with Tasks

Exploring tasks
Working with durations
Entering tasks
Editing tasks
Entering a milestone task
Entering a recurring task
Viewing and hiding recurring tasks
Editing recurring tasks
Filtering tasks

Organizing Tasks

Outlining tasks
Indenting and outdenting tasks
Collapsing and expanding an outline
Inserting a task

Deleting a task
Moving a task
Documenting a task
Creating a project summary task
Viewing the WBS codes

Scheduling Tasks

Working with dependent tasks
Linking tasks
Linking summary tasks
Unlinking tasks
Changing task relationships
Applying lag and lead time
Applying a constraint
Entering start or finish date
Setting a deadline date
Rolling up Gantt bars to a summary bar
Modifying linked tasks

Working with Views

Exploring views
Changing views
Displaying the View Bar
Using a combination view
Changing the view in a pane
Formatting the timescale
Zooming the timescale
Formatting text
Formatting bars
Formatting gridlines
Creating a formatting style
Printing a view

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Global Knowledge™

Using Resources

Synopsis:

This module covers how to use resources. Students will learn how to work with resources and calendars, adjust resources, assign costs, and work with the critical path.

Prerequisites:

Introduction to Project 2003

Objectives:

- Work with resources
- Work with calendars
- Adjust resources
- Assign costs
- Work with the critical path

This module includes:

Working with Resources

Using resources
Creating a work resource
Creating a material resource
Adding resources from an address list
Assigning a work resource to a task
Assigning work resources - Project Guide
Adding more resources to a task
Removing a resource assignment
Assigning a material resource to a task
Graphing resource availability
Filtering for available resources
Using the Task Form view
Changing the task type
Changing task assignment - Project Guide
Contouring a work assignment

Working with Calendars

Using calendars
Modifying individual resource calendars
Modifying a calendar - Project Guide
Changing resource availability over time
Creating a base calendar
Assigning a base calendar to resources
Assigning a base calendar to a project
Assigning a calendar to a task

Adjusting Resources

Addressing resource overallocation
Viewing resource usage
Resolving conflicts by increasing units
Leveling a resource
Specifying leveling timeframes
Changing the leveling order
Leveling by entering a delay amount
Clearing leveling
Splitting a task
Changing leveling to automatic
Setting task level priority

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Using Resources

Assigning Costs

- Defining costs
- Assigning standard rates
- Assigning overtime rates
- Assigning a per-use cost to a resource
- Selecting an accrual method
- Assigning resource codes
- Creating a resource rate table
- Assigning a resource rate table
- Assigning fixed material resource costs
- Viewing resource costs
- Viewing task costs
- Assigning a fixed cost to a task

Working with the Critical Path

- Viewing the critical path
- Viewing slack
- Shortening the critical path
- Assigning overtime to a task