

Project 2003 - Lvl 2

Tracking the Project

Synopsis:

This module covers working with the critical path, baselines, earned value, and reports. Students will learn how to customize project information and track the progress of a project.

Prerequisites:

Project 2003 - Lvl 1

Objectives:

- Customize project information
- Filter, sort, and group information
- Customize views, tables and outline codes
- Work with baselines
- Track your progress

This module includes:

Customizing Project Information

- Using the Options dialog box
- Setting Save options
- Setting Scheduling options
- Setting Calculation options
- Using the Drawing toolbar

Filtering/Sorting/Grouping Information

- Using the AutoFilter feature
- Creating a custom filter
- Sorting a view
- Creating a custom sort
- Grouping resources or tasks
- Creating a custom group

Using More Customization Features

- Applying a table to a view
- Creating a custom view
- Creating a custom table
- Adding a table column
- Hiding a table column
- Using the Organizer to reset defaults
- Using the Organizer to customize templates
- Using the Gantt Chart Wizard
- Creating custom outline codes

Working with Baselines

- Using baselines
- Using baseline tables
- Saving a project baseline
- Using the Tracking Gantt view
- Updating a project baseline
- Updating tasks in a baseline
- Saving additional baselines
- Saving a project interim plan
- Clearing a baseline

Tracking Your Progress

- Tracking progress
- Updating a completed task
- Setting the status date

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Tracking the Project

Updating a task on schedule
Updating a task not on schedule
Viewing slippage
Updating a project on schedule
Using the Project Guide to track tasks
Entering the percent complete
Entering completed and remaining work
Entering actual and remaining durations
Entering timephased work values
Rescheduling uncompleted work
Checking progress with the Project Guide
Applying progress lines
Viewing summary information

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Sharing and Finalizing Project Information

Synopsis:

This module covers how to finalize a project. Students will learn how to evaluate, distribute project data, and work with multiple projects and resource pools. Tasks also include how to import and export data and work with graphics and web pages.

Prerequisites:

Project 2003 - Lvl 1

Tracking the Project

Objectives:

- Evaluate and distribute project data
- Finalize a project
- Work with multiple projects
- Work with resource pools
- Import and export data
- Work with graphics and web pages

This module includes:

Evaluating and Distributing Data

- Viewing earned value data
- Viewing earned value indicators
- Viewing Costs with the Project Guide
- Creating a report
- Creating a custom report
- Using the XML Reporting Wizard
- Creating a crosstab report
- Using the Print Preview window
- Changing page setup options
- Printing a Report
- Using the Print Wizard

Finalizing a Project

- Marking tasks complete
- Correcting actual data
- Analyzing final data
- Using final data in a new project
- Copying task names to a new project

Working with Multiple Projects

- Working with master projects
- Creating a subproject
- Inserting a project
- Unlinking subprojects
- Consolidating open projects
- Linking and unlinking subproject tasks
- Viewing multiple critical paths
- Saving a workspace file

Working with Resource Pools

- Using resource pools
- Creating a resource pool
- Linking a project to a resource pool
- Opening a sharer file
- Updating a resource pool
- Opening a resource pool

Importing and Exporting Data

- Using import/export maps
- Using an existing map to import data

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Sharing and Finalizing Project Information

- Creating a custom map to import data
- Using an existing map to export data
- Creating a custom map to export data
- Using the Project Excel Template
- Saving a project as a database

Working with Graphics and Web Pages

- Using graphics
- Inserting a graphic image
- Creating a hyperlink to another file
- Creating a hyperlink to a view
- Using graphical indicators
- Copying a project to a picture
- Saving a project as an HTML file