



# Microsoft Project 2003 Level 1

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Windows 2000 or equivalent experience</p> <p><b>Course Overview:</b></p> <p><b>After completing this course, students will know how to:</b></p> <p>Apply project management concepts; start Project 2003, open an existing project file, and navigate different views; use the Project 2003 Help features; create and save a new project file; and close a project file and close Project 2003.</p> <p>Create a task list in Gantt Chart view by entering the task name and duration, modify the task list by inserting and deleting tasks, and create a Work Breakdown Structure by adjusting task hierarchy.</p> <p>Create task relationships by linking, add predecessors and lead time to tasks, and add recurring tasks; explore Network Diagram view and modify the task relationships in it; and use the Task Information dialog box.</p>	<p>Use the Change Working Time dialog box to create a base calendar for the project, use the resource sheet to create a resource pool, assign resources to tasks, create task calendars, enter resource costs in Resource Sheet view, and use the Cost table in Gantt Chart view.</p> <p>Work with Calendar and form views, and create and modify tables.</p> <p>Use standard filters and AutoFilters, create an interactive filter, use predefined groups, create a custom group, and sort task and resource data.</p> <p>Display the critical path and edit effort-driven schedules, and resolve resource conflicts by identifying and adjusting resource over-allocation.</p> <p><b>Outline:</b></p> <p><b>Getting started</b></p> <p>Project management concepts</p> <p>Exploring the Project 2003 window</p> <p>Using Help</p> <p>Working with project files</p> <p>Closing project files and closing Project 2003</p> <p><b>Working with tasks</b></p> <p>Creating a task list</p> <p>Modifying a task list</p> <p>Creating a Work Breakdown Structure</p>	<p><b>Scheduling tasks</b></p> <p>Setting up task links</p> <p>Working in Network Diagram view</p> <p>Working with advanced task options</p> <p><b>Managing resources</b></p> <p>Creating base calendars</p> <p>Working with resources and calendars</p> <p>Working with resource costs</p> <p><b>Working with views and tables</b></p> <p>Working with views</p> <p>Working with tables</p> <p><b>Filtering, grouping, and sorting</b></p> <p>Working with filters</p> <p>Working with groups</p> <p>Sorting tasks and resources</p> <p><b>Finalizing the task plan</b></p> <p>Finalizing schedules</p> <p>Resolving resource conflicts</p>
--	--	--