



Microsoft Project 2003 Introduction

2348 Post Road
Warwick, RI 02886
Phone: 401-921-2450 Fax: 401-921-2463
www.homekeyinc.com

Course Description

Welcome to Microsoft Project 2003: The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

- **Course Objective** You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. You will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Target Student This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

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.
 - exchange project plan data with other applications.
 - update a project plan.
 - create custom reports.
 - re-use existing project plan information.
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Course Content

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

Creating a Work Breakdown Structure

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

Creating and Assigning Resources

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

Finalizing the Project Plan

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

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

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

Creating Custom Reports

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

Re-using Project Plan Information

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