

Project 2003: Level 1, 2nd Edition

Publisher: CourseILT

Code: 1423913744

ISBN: 1423913744

Version: 1

Course Length: 1-day (6 hours)

Prerequisites: None

What's in Project 2003: Level 1, 2nd Edition:

This ILT Series course, rated 4.7/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Project 2003. Students will learn how to create a new project file, create and modify task lists, create a Work Breakdown Structure, and work with task relationships. They'll also learn how to create a base calendar, assign resources to tasks, create task calendars, and create and modify tables. Students will use filters and groups, and they'll sort task and resource data. Finally, they will learn how to resolve resource conflicts.

Objectives

- 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.
- 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.
- 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.
- 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.
- Work with Calendar and form views, and create and modify tables.
- Use standard filters and AutoFilters, create an interactive filter, use predefined groups, create a custom group, and sort task and resource data.
- Display the critical path and edit effort-driven schedules, and resolve resource conflicts by identifying and adjusting resource over-allocation.

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * Project management concepts*

A-1: Discussing project management concepts

A-2: Discussing project management tools

*Topic B: * Exploring the Project 2003 window*

B-1: Starting Project 2003

B-2: Examining the Project Guide

B-3: Opening an existing project in Gantt Chart view

B-4: Navigating views

*Topic C: * Using Help*

C-1: Using the Office Assistant

C-2: Using the Help task pane

*Topic D: * Working with project files*

D-1: Creating a new project file

D-2: Saving a project file

D-3: Setting Auto Save

*Topic E: * Closing project files and closing Project 2003*

E-1: Closing a file and closing Project 2003

Unit 2 : Working with tasks

*Topic A: * Creating a task list*

A-1: Adding tasks and durations

A-2: Calculating the estimated duration of a task

*Topic B: * Modifying a task list*

B-1: Inserting and deleting tasks

B-2: Moving a task

*Topic C: * Creating a Work Breakdown Structure*

C-1: Adding a project summary task

C-2: Indenting and outdenting tasks

C-3: Hiding and unhiding subtasks

Unit 3 : Scheduling tasks

*Topic A: * Setting up task links*

A-1: Linking and unlinking tasks

A-2: Changing links by changing predecessors

A-3: Adding lead and lag time to tasks

A-4: Adding recurring tasks

*Topic B: * Working in Network Diagram view*

B-1: Exploring Network Diagram view

B-2: Modifying links in Network Diagram view

*Topic C: * Working with advanced task options*

C-1: Changing a task type

C-2: Setting a milestone

C-3: Setting a task constraint

Unit 4 : Managing resources

*Topic A: * Creating base calendars*

A-1: Creating a new base calendar

*Topic B: * Working with resources and calendars*

B-1: Creating a resource pool in Resource Sheet view

B-2: Creating a resource calendar

B-3: Assigning a single resource to a task

B-4: Assigning multiple tasks and multiple resources

B-5: Creating and applying a task calendar

*Topic C: * Working with resource costs*

C-1: Entering resource costs

C-2: Using the Cost table

Unit 5 : Working with views and tables

*Topic A: * Working with views*

A-1: Exploring Calendar view

A-2: Exploring a form view

*Topic B: * Working with tables*

B-1: Creating a new table from an existing table

B-2: Modifying a table

Unit 6 : Filtering, grouping, and sorting

*Topic A: * Working with filters*

A-1: Using a standard filter

A-2: Using an AutoFilter

A-3: Creating an interactive filter

*Topic B: * Working with groups*

B-1: Using a predefined group

B-2: Creating a custom group

*Topic C: * Sorting tasks and resources*

C-1: Sorting a task list

C-2: Sorting a resource list

C-3: Renumbering the sorted resource list

Unit 7 : Finalizing the task plan

*Topic A: * Finalizing schedules*

A-1: Displaying the critical path

A-2: Editing effort-driven and non-effort-driven tasks

*Topic B: * Resolving resource conflicts*

B-1: Identifying resource over-allocation

B-2: Discussing resource over-allocation

B-3: Filtering for resources in a specified group

B-4: Leveling resources manually