

# Managing projects with Microsoft Project 2003

Improve your productivity in planning and scheduling as you discover the improved capability of MS Project 2003. If you're a project manager or team member you'll benefit from this course.

## Prerequisites

Students should have a basic knowledge of Microsoft Windows and an understanding of how to manage files. A fundamental understanding of the principles of project management is desirable.

## Learning Objectives

By the end of this course students will be able to:

- Use project management terminology and understand its basic principles
- Develop a project plan incorporating tasks
- Create and assign project resources
- Resolve over-allocated project resources
- Display and edit projects in various views
- Update project progress
- Manage and report project costs and progress

## Course Topics

- Topic 1**      **Overview of Project Management:** defining the scope of the project; developing the schedule; assigning resources; saving the project baseline; controlling the execution; the role of MS Project as a tool.
- Topic 2**      **Starting a project:** components of Project 2000; getting started; data entry
- Topic 3**      **The work breakdown structure:** defining deliverables; tasks and their logical relationships; the network view and the critical path; modifying task relationships, project constraints
- Topic 4**      **Adding and assigning resources;** different types of resources; the project calendar; entering and assigning resources; managing and leveling workloads; limitations of automated leveling
- Topic 5**      **Working with project costs:** types of cost; how to model each type of cost in Project; using cost rate tables for rate escalation and multiple rates per resource; contingency

- Topic 6**                    **Analysing the project:** resolving time restrictions and resource conflicts; “What if?” analysis
- Topic 7:**                    **Displaying project data:** exploring views; generating reports; using drawing tools
- Topic 8:**                    **Sorting and filtering data**
- Topic 9**                    **Setting the plan:** Creating a baseline plan; previewing a baseline report; clearing a baseline
- Topic 10**                    **Tracking project process:** modifying the environment for tracking; entering data for completed tasks;
- Topic 11**                    **Adjusting the schedule:** setting and displaying an interim plan
- Topic 12**                    **Adjusting resource schedules:** work-hour considerations; customizing resource reports
- Topic 13**                    **Customising the MS Project environment:** working with views, tool bars, macros and global settings; using the options box
- Topic 14**                    **Working with data in other applications;** importing, exporting and copying data
- Topic 15**                    **Resource pools and multiple projects:** working with a resource pool, sub projects and master projects

## Presenter

John Flynn has wide experience in management consulting, project management, market research and analysis, economic forecasting, and PC software package design and development, as well as in marketing, divisional and general management, in Australia, the United States and in the Far East. He has advised or consulted with all the major computer vendors, as well major software vendors and users. He has also written numerous reports on market projections and technical trends in the industry for clients throughout the world.

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*The knowledge and skill level of students varies from class to class. Consequently in some classes it may not be possible to cover all the topics listed on this outline in equal depth.*

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## Related courses:

Project management essentials  
Project management for practitioners  
Portfolio and program management - linking projects to strategy