

# ON LINE SERVICES

*Computer Training & Support*

## **Project 2000 Introduction – Day 1**

*This course is offered in 2 consecutive days*

### **Course Description**

**Overview:** Students will learn how to use Microsoft Project 2000 for Windows 95 to assist them with project planning.

**Prerequisites:** Windows 95: Introduction or equivalent knowledge. Students should have some project management experience and be familiar with terms such as Gantt Chart, PERT Chart, task, critical path, and resource. No knowledge of Microsoft Project 2000 for Windows 95 is required.

### **Objectives**

- \* Identify the steps involved in project planning.
- \* Become familiar with project management software and plan a project with Microsoft Project 2000.
- \* Work with subtasks in outline form, link tasks effectively, and work with time constraints.
- \* Assign resources and their work schedules to tasks.
- \* Effectively use the different views, reports, and drawing tools available in Microsoft Project 2000.
- \* Sort and filter project information effectively..

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### **Course Outline**

#### **Lesson 1: Intro to project management**

Fundamentals of Project Management  
Defining the Scope of the Project  
Developing the Schedule  
Assigning Resources  
Saving the Baseline  
Controlling Project Execution

#### **Lesson 2: Starting a Project**

Examining Project 2000  
Overview of the Planning Process  
Defining Project Information

#### **Lesson 3: Outlining and Task Relationships**

Organizing the Task List into an Outline  
Linking Tasks and Observing the Critical Path  
Modifying Task Relationships  
Constraints

#### **Lesson 4: Adding and Assigning Resources**

Creating and Assigning a Base Calendar  
Entering and Assigning Resources  
Working with Project Costs

#### **Lesson 5: Analyzing the Project**

Resolving Time Restrictions  
Resolving Resource Conflicts

#### **Lesson 6: Displaying Project Data**

Exploring Views  
Generating Project Reports  
Using Drawing Tools

#### **Lesson 7: Sorting and filtering**

Sorting project data  
Filtering project data  
Creating Custom Filters

### **What's next? – Day 2**

# ON LINE SERVICES

*Computer Training & Support*

## **Project 2000 Introduction – Day 2**

### **Course Description**

**Overview:** Students will learn how to use Microsoft Project 2000 to manage a project plan after the project has begun. This course meets the Microsoft Proficiency Guidelines for Microsoft Project 2000 at the Expert level.

**Prerequisites:** Windows 95: Introduction, Microsoft Project 2000: Creating a Project (Windows 95), or equivalent knowledge.

### **Objectives:**

- \* Create a baseline plan
- \* Track an active project
- \* Manage future tasks
- \* Work with resource scheduling
- \* Customize Microsoft Project
- Work with data in other applications
- Work with a resource pool and subprojects and multiple projects

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### **Course Outline**

#### **Lesson 1: Setting the Plan**

Project Planning Processes  
Previewing Baseline Plan  
Clearing a Baseline

#### **Lesson 2: Tracking project progress**

Modifying the Environment for Tracking  
Entering Data for Completed Tasks  
Entering Actual Data for Tasks in Progress

#### **Lesson 3: Adjusting the schedule**

Adjusting the Schedule of Future Tasks  
Setting and Displaying an Interim Plan

#### **Lesson 4: Adjusting Resource Schedules**

Work Hour Considerations  
Customizing Resource Reports

#### **Lesson 5: Customizing the Environment**

Working with Views  
Working with Toolbars and Macros  
Working with Global Settings  
Using the Options Dialog Box

#### **Lesson 6: Working with Data in Other Applications**

Importing data  
Exporting data  
Copying Data into Other Applications

#### **Lesson 7: Working with Resource Pools and Consolidated Projects**

Working with a Resource Pool  
Working with Subprojects  
Working with Master Projects