MICROSOFT PROJECT 2003 - ADVANCED

PM02.95A

This course builds on the concepts and skills taught in Project 2003 Fundamentals. Advanced project management concepts of creating baseline plans and interim plans along with the analysis of project statistics will be covered. Students will also learn how to communicate and share project information with Project Server 2003 and to integrate effectively with Excel, Access, and Word.

PREREQUISITES

- Microsoft Project 2003 Fundamentals

LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Save a baseline plan and update task percentage, actual start and finish dates
- Save an interim plan and monitor the actual and estimated task cost and progress
- Analyze a project by viewing its statistics, slippage, and slack
- Reschedule a project by splitting tasks, delaying resource work, and assigning overtime.
- Format a project file by modifying bar styles and timescales and use the Drawing toolbar
- Print current views and reports, and create a custom report and a Crosstab report.
- Create custom Network Diagram and combination views
- Automate tasks by creating a macro and create and delete a toolbar and a menu
- Create a custom table by using the More Tables dialog box.
- Share project elements globally (Project files, tasks, resources) and with specific projects
- Use Microsoft Project Server 2003 to communicate project information and export to the Web
- Import and export data with Excel and Access and copy information to Word and Excel

WHO SHOULD ATTEND

- Project managers and team members that manage and work on projects
- Managers that need advanced knowledge to manage project managers and monitor project status

COURSE OUTLINE

- Tracking project work
- Analyzing and adjusting the plan
- Formatting and reporting
- Customizing the project environment
- Managing multiple projects
- Project communications
- Exchanging project data

The class contains numerous exercises utilizing Microsoft Project 2003

CLASS LENGTH

- One day (8 PDUs)