

# **Project 2003 Introduction**

## **Course Outline**

**1 day course**

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### **Objectives**

After completing this course you will know how to:

- Apply project management techniques using Microsoft Project
- Start a new project, open an existing project and save a project file
- Create a task list
- Create a hierarchy of tasks
- Create task relationships
- Use views
- Create base calendars
- Create a resource pool
- Modify tables
- Use filters
- Display the critical path
- Resolve resource conflicts

### **Pre-requisites**

Experience of Windows 2000 or later. Understanding of project management techniques

### **Course Contents**

#### **Getting started**

- Project management concepts
- Exploring the Project 2003 window
- Using Help
- Working with project files
- Closing project files and closing Project 2003

#### **Working with tasks**

- Creating a task list
- Modifying a task list
- Creating a Work Breakdown Structure

#### **Scheduling tasks**

- Setting up task links
- Working in Network Diagram view
- Working with advanced task options

#### **Managing resources**

- Creating base calendars
- Working with resources and calendars
- Working with resource costs

#### **Working with views and tables**

- Working with views
- Working with tables

#### **Filtering, grouping, and sorting**

- Working with filters
- Working with groups
- Sorting tasks and resources

#### **Finalizing the task plan**

- Finalizing schedules
- Resolving resource conflicts