

Using Microsoft Project 2003 – Introduction

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Overview

This course will provide you with the knowledge and skills required to develop a project schedule and track the progress using Microsoft Project 2003. You will gain a clear understanding of Microsoft Project's potential and obtain the practical skills needed to schedule tasks, allocate resources, and monitor and report on the progress of projects.

Learning Method

This course uses a combination of instructor presentation, and student hands-on practical exercises.

Each participant will be given a set of notes and will have the opportunity to apply what they have learned in the classroom throughout the course.

Who will benefit from this course?

Any computer user who needs to track resources and timelines for completion and delivery, including:

- Production managers
- Project managers
- Logistics staff
- Schedulers

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Pre-Requisites for this course

Before attending this course, you must have a good understanding of basic project management principles and concepts.

What you can expect to gain from this course?

At the end of the course, you will be able to:

- Create a project plan and edit information
- Link tasks and set lead and lag times
- Set up and use project Calendars and Resource Calendars
- Identify tasks that fall on the critical path
- Incorporate a hierarchical outline structure into the project
- Manage task constraints, allocate resources, and manage resource usage
- Apply tables and filters, print Gantt and PERT chart style project reports and generate reports on selected areas
- Customise fields, tables, filters and reports
- Record, track and evaluate progress throughout the life of each project

Duration: 2 days

**Scheduled In:
MELBOURNE**

**On Demand In:
SYDNEY
BRISBANE
CANBERRA**

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Course Content

- What is Microsoft Project?
- Gantt Charts
- Creating a Project
- Formatting the Gantt Chart
- Resources
- Resource Allocation
- Resource Levelling
- Working with Tables
- Working with Filters
- Tracking
- Reports
- Using the Help System
- Overview of advanced features including creating multiple project plans and customising fields and creating formulas for calculated fields

Related Courses

Using Microsoft Project – Advanced level