

PROJECT 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Unit 1 : Tracking project work

Topic A: Managing a project

A-1: Saving a baseline plan

Topic B: Updating the progress of tasks

B-1: Updating the percent complete of a task

B-2: Updating actual start and finish dates

B-3: Updating tasks that are in progress

B-4: Updating the actual work performed on a task

B-5: Saving an interim plan

Topic C: Observing project progress

C-1: Displaying the Earned Value table

C-2: Viewing progress in Network Diagram view

Unit 2 : Analyzing and adjusting the plan

Topic A: Analyzing the plan

A-1: Viewing project statistics

A-2: Displaying slippage and slack in a plan

Topic B: Rescheduling tasks

B-1: Splitting a task

B-2: Delaying resource work

B-3: Assigning overtime

Unit 3 : Formatting and reporting

Topic A: Formatting a project file

A-1: Modifying a bar style

A-2: Formatting a timescale

Topic B: Using drawing tools

B-1: Using the Drawing toolbar

Topic C: Printing views and reports

C-1: Printing the current view as a report

C-2: Printing a report

Topic D: Customizing reports

D-1: Creating a custom report

D-2: Creating a Crosstab report

Unit 4 : Customizing the project environment

Topic A: Creating custom views

A-1: Creating a custom Network Diagram view

A-2: Creating a combination view

Topic B: Creating macros

B-1: Creating a macro

B-2: Running a macro

Topic C: Creating a toolbar and a menu

C-1: Creating a toolbar

C-2: Deleting a toolbar

C-3: Creating a new menu

C-4: Deleting a menu

Topic D: Creating a custom table

D-1: Creating a custom table

Unit 5 : Managing multiple projects

Topic A: Consolidating and sharing projects

A-1: Consolidating project files

A-2: Linking tasks across projects

A-3: Assigning project and task priorities
A-4: Making an existing filter global
A-5: Sharing a filter between projects
Topic B: Sharing resources across projects
B-1: Sharing resources from another project

Unit 6 : Project communications

Topic A: Communicating among a project team
A-1: Discussing Microsoft Project Server 2003
A-2: Sending task assignment requests
A-3: Sending status requests
A-4: Sending schedule notes
Topic B: Exporting project data to the Web
B-1: Saving the project file as a Web page
B-2: Viewing the project file as a Web page
Topic C: Working with hyperlinks
C-1: Adding a hyperlink
Topic D: Saving projects to Microsoft Project 98
D-1: Saving a project file to Microsoft Project 98
D-2: Identifying lost elements

Unit 7 : Exchanging project data

Topic A: Importing data
A-1: Importing data from a Microsoft Excel workbook
A-2: Importing data from a Microsoft Access database
Topic B: Exporting data
B-1: Exporting data to a Microsoft Excel workbook
B-2: Exporting data to a Microsoft Access database
Topic C: Copying data
C-1: Copying a Gantt chart to a Microsoft Word document
C-2: Copying task sheet information to a Microsoft Excel worksheet