

## Lehnert Computer Services

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### **MS PROJECT 2003 PROFESSIONAL CLIENT (DESKTOP) COURSE OUTLINE**

**Course Description:** Everyone needs a solid foundation. This course will provide the foundational skills for you to manage projects with Microsoft Project 2003 Professional. Project Management theory will also be taught during class to enhance the students knowledge and apply the theories to the usage of the software. We show you what to do and how to save both time and your sanity. You will learn how to use Microsoft Project 2003 Professional for scheduling, resource management, multiple project management, project tracking, and reporting.

**NOTE:** If the users will be using Project Professional, additional information will be added to accommodate those concerns. However, a Web Access and Enterprise class will also be required.

Subjects may be added and eliminated as required by the client. This is a beginning level class. Class is 2 days with an optional 3<sup>rd</sup>. day.

#### **Day 1**

- Overview of Project Management concepts
- Overview of Project software
- Overview of the screens and views
- How the time scale works
- Create a new project – new and template
- Calendars
- Enter tasks and task maintenance
- Outlining tasks and creating the WBS
- Durations, Relationships, Constraints, Deadlines
- Resources
- Resource calendars
- Project Costing

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### Day 2

Open question time –

Review of day 1

Assign resources to tasks and task typing

Critical path

Resource leveling

Baseline

Project Statistics

Project Tracking

Interim plans (optional)

Task filters, grouping and custom fields

Reports

Master Projects

Import & export data - creating import/export maps

Hyperlinks, Global values, and additional customization features

### Alternate 3 day class:

The 3 day format for this class will cover all the topics discussed above and will also allow students to bring a small project to class. During class more time will be spent on development of the work breakdown structure (WBS – task list) and project management theory. Students will development their own projects, apply concepts to their projects, create custom features and reports. They will leave class with a project ready to go and knowledge of how to run that project. Individual coaching time will be given to the student by the instructor concerning their individual projects.