

Lehnert Computer Services

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PROJECT 2003 STANDARD CLIENT 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 Standard for scheduling, resource management, multiple project management, project tracking, and reporting.

Day 1

| Time | Subjects |
|----------------------------------|---|
| 8:30 | Start – talk around & intros |
| | Overview of Project Management concepts |
| | Overview of Project software |
| | Overview of the screens and views |
| | How the time scale works |
| 10:15 – 10:30 | Break |
| | Create a new project – new and template |
| | Calendars |
| | Creating a WBS |
| | Enter tasks and task maintenance |
| 11:45 – 12:45 | Lunch (could be shorter if you wish) |
| | Outlining tasks to create the WBS |
| | Durations, Relationships, Lead and Lag time, Constraints, Deadlines |
| 2:00 (or 2:15) (15 min) | Break |
| | Resources & Resource calendars |
| | Project Costing |
| 4:30 (sometimes is a bit sooner) | End of day 1 |

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Day 2

| Time | Subject |
|--------------------------|--|
| 8:30 | Start |
| | Open question time – review assignment |
| | Assign resources to tasks and task typing – practice assignment |
| | Critical path and slack |
| 10:15 | break |
| | Resource leveling |
| | Baseline and prepare project for tracking |
| | Project Statistics |
| 11:45 (1 hr. or shorter) | Lunch |
| | Project Tracking |
| | Reports and Customization |
| | Task filters, grouping and custom fields |
| 2:15 | break |
| | Master Projects – link between projects |
| | Resource pools (without server) |
| | Import & export data - creating import/export maps |
| | Hyperlinks, Global values, and additional customization features |
| | Open questions |
| 4:30 (sometimes sooner) | End of day 2 |

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.