



## **Project 2000: Bring Your Projects in Under Budget and On Time Using Microsoft**

Course length: 1 day(s)

### **Course description**

**Overview:** Students will learn how to use a variety of views, tables, filters, and reports within Microsoft Project 2000 to analyze project data for a business. Students will use some of Project 2000's most useful features to control project costs and schedules.

**Prerequisites:** Students should first take Element K Press's *Microsoft Project 2000: Level 1* and *Microsoft Project 2000: Level 2*, or have equivalent knowledge, before completing this Lab.

**Delivery method:** This model supports the Lab instructional method. Using this method, the instructor introduces a business scenario, demonstrates techniques for completing an activity, and then lets students complete the activity.

**Target student:** Students participating in this Lab should be educated Microsoft Project 2000 users who are familiar with the following:

- Navigating through views.
- Navigating through menus and dialog boxes.
- Entering data.
- Opening, closing, and saving files.

### **Bring Your Projects in Under Budget and On Time Using Microsoft Project 2000**

#### **Objectives**

- Upon successful completion of this Lab, students will be able to:
- Apply the essential skills for effective project management.
- Enter actuals into a project schedule.
- Use custom filters, tables, and reports to view project information.
- Revise project tasks, durations, and resources on an as needed basis.

## **Lab content**

### **Lab Activity 1: Practice sound project management with Project 2000**

- Project managers: the Jacks and Jills of all trades
- Lead and coach your project team
- Recognize the process
- Carry out the project plan
- Manage schedule information
- Understand Project 2000

### **Lab Activity 2: Use a baseline and avoid project overruns**

- Determine the baseline
- Tracking with actuals
- Compare actuals to the baseline
- Enter actuals

### **Lab Activity 3: Get a handle on the data you need**

- Create a custom table
- Edit your custom table
- Create your custom report
- Make filters work for you
- Create a custom filter
- Making the big decisions

### **Lab Activity 4: Take control of your schedule and tame project costs**

- Modify tasks with lead time
- Assign overtime work
- Change task relationships
- Consider the impact of changes
- Cut costs
- View new info in a report
- Create closure