



## Project 2000: Control and Deliver Multiple Projects Effectively: Using Microsoft

Course length: 1 day

Software: Microsoft Project 2000

### Course Description

*Control and Deliver Multiple Projects Effectively Using Microsoft Project 2000* is a hands-on workbook that will help you to better manage multiple projects, especially those that are a part of a larger project.

**Prerequisites:** We designed for the student who is comfortable with personal computers, educated in Microsoft Project 2000 and who needs to learn how to use some of Microsoft Project's most useful features to work with master projects. Students should take:

- *Microsoft Project 2000: Level 1*

Students participating in this Lab should be familiar with the following skills:

- Working in Gantt Chart view and with tasks in an outline structure.
- Switching between views and tables.
- Linking tasks.
- Working with Resource Sheet view.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-Based Objectives

- Manage multiple projects.
- Customize views of master projects.
- Link tasks across subprojects.
- Create a resource pool.

## **Course Content**

### **Lab 1: Work efficiently with multiple projects**

Activity 1A: View multiple projects

Activity 1B: Save a workspace for multiple projects

Activity 1C: Create a master project

Activity 1D: Insert subprojects into a master project

### **Lab 2: Customize views of master projects**

Activity 2A: Sort all tasks by date

Activity 2B: Customize your view for master projects

Activity 2C: View a report

Activity 2D: Create a custom report

### **Lab 3: Link tasks across subprojects in a master project**

Activity 3A: Prepare to link tasks across subprojects

Activity 3B: Begin to link

Activity 3C: Create additional links

### **Lab 4: Share a resource pool with ease**

Activity 4A: Create a resource pool

Activity 4B: Assign resources

Activity 4C: Level over-allocated resources

Activity 4D: Update the resource pool