



Microsoft Project 2000: Level 1

Course number: 076722

Course Length 1-day

Course Description

Overview: Students will probably get the most out of this course if they want to learn how to use Microsoft Project 2000 to assist them with project management. Students should have some project management experience and be familiar with terms such as Gantt Chart, task, critical path, and resource. Students should also be familiar with terms such as computer memory, data files, and program files. No knowledge of Microsoft Project 2000 is assumed.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Windows 2000: Introduction*
- *Windows 98: Introduction*
- *Windows 95: Introduction*
- *Project-management experience and familiarity with terms such as Gantt Chart, task, critical path, and resource.*

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

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the steps involved in project planning.
- Become familiar with project management software and plan a project by using Microsoft Project 2000.
- Work with subtasks in an outline form, link tasks effectively, and work with time constraints.
- Assign resources and their work schedules to tasks.
- Resolve time and resource conflicts.
- Effectively use the different views, reports, and drawing tools available in Microsoft Project 2000.
- Sort and filter project information effectively.

Course Content

Lesson 1: Introduction to Project Management

Fundamentals of Project Management
Defining the Scope of the Project
Defining customer/client requirements
Developing a Work Breakdown Structure
Developing the Project Schedule
Prepare a precedence diagram
Assigning Project Resources
Saving the Project Baseline
Controlling Project Execution

Lesson 2: Starting a Project

Examining Microsoft Project 2000
Starting Microsoft Project 2000
Examining the major elements of the Microsoft Project window
Open a project file and display and hide toolbars
An Overview of the Planning Process
Examining the planning process
Defining Project Information
Defining basic project information
Entering task information
Assigning task durations
Examining the Planning Wizard
Saving the project file

Lesson 3: Outlining and Task Relationships

Organizing the Task List into an Outline
Creating subtasks
Adding milestones
Creating the Project Summary Task
Collapsing and expanding the outline
Linking Tasks and Observing the Critical Path
Linking tasks
Changing the Gantt Chart view timescale
Using the GanttChartWizard to view the critical path
Modifying Task Relationships
Changing task predecessors
Task 3C-2: Linking tasks in a finish-to-finish relationship
Adding lead time
Constraints
Scheduling the project from the end date
An alternative method for scheduling from the end date
Applying the Start No Earlier Than constraint

Lesson 4: Adding and Assigning Resources

Creating and Assigning a Base Calendar
Creating a base company calendar
Creating a calendar for the Writer
Assigning a calendar to the project
Assigning a calendar to non-working days
Assigning a calendar to a task
Entering and Assigning Resources
Entering resources with the Resource Sheet
Entering resources with special information
Entering a material resource
Assigning calendars to groups of resources
Assigning resources by using the Assign

Resources button
Defining resource calendars
Working with Project Costs
Working with fixed costs
Reviewing overall costs

Lesson 5: Analyzing the Project

Resolving Time Restrictions
Shortening the critical path by adding resources
Using fixed-duration scheduling
Resolving Resource Conflicts
Determining over allocated resources
Brainstorming possible solutions to the over allocation problem
Using the Level Now command

Lesson 6: Displaying Project Data

Exploring Views
Examining different views
Viewing tables
Generating Project Reports
Printing a view
Previewing the Milestones report
Modifying the format of a report
Using Drawing Tools
Adding drawing objects to the Gantt Chart
Formatting a drawn object

Lesson 7: Sorting and Filtering Data

Sorting Project Data
Sorting the Resource Sheet
Sorting and renumbering the Resource Sheet
Filtering Project Data
Applying a filter to the Resource Sheet
Using AutoFilter
Applying a filter to the Task Sheet
Creating Custom Filters
Defining a filter
Using AND to define a filter with multiple criteria
Using OR to define a filter with multiple criteria
Creating an interactive filter