

Microsoft Project 2000: Level 2

Course number: 076 723

Course length: 1 day(s)

Course description

Overview: Students will learn how to use Microsoft Project 2000 to manage a project. Create a baseline plan; track an active project, Manage tasks that will occur in the future. Work with resource needs. Work with data in other applications, work with a resource pool and subprojects and master projects.

Prerequisites: *Microsoft Project 2000: Level 1*, or equivalent knowledge.

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

Benefits: Students will learn how to track and modify a project that is in progress.

Target student: Students enrolling in this course should have completed the *Microsoft Project 2000: Level 1* course and be familiar with project management terminology such as Gantt Chart, task, critical path, and resource.

What's next: *Microsoft Project 2000: Level 2* is the second course in this series. *Microsoft Project 2000: Advanced*, the last course in this series, teaches students advanced features of Microsoft Project 2000, including working with Project Central. Students who want to learn advanced features can take *Microsoft Project 2000: Advanced*.

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:

- Create a baseline plan.
- Track an active project.
- Manage tasks that will occur in the future.
- Work with resource needs.
- Customize Microsoft Project.
- Work with data in other applications.
- Work with a resource pool and subprojects and master projects.

Course content

Lesson 1: Setting the Plan

Creating a Baseline Plan

Task 1A-1: Viewing summary information statistics

Task 1A-2: Saving a baseline plan

Task 1A-3: Viewing baseline statistics

Previewing a Baseline Report

Task 1B-1: Previewing a baseline report

Clearing a Baseline

Task 1C-1: Clearing a baseline plan

Lesson 2: Tracking Project Progress

Modifying the Environment for Tracking

Task 2A-1: Applying the Tracking Gantt Chart

Task 2A-2: Changing the current date

Entering Data for Completed Tasks

Task 2B-1: Tracking a single task that started and finished on schedule

Task 2B-2: Tracking multiple tasks that started and finished on schedule

Task 2B-3: Tracking tasks that finished late

Entering Actual Data for Tasks in Progress

Task 2C-1: Tracking tasks that are currently in progress

Task 2C-2: Entering a percent complete for unfinished tasks

Task 2C-3: Rescheduling uncompleted work

Task 2C-3: Viewing progress in the Network Diagram

Lesson 3: Adjusting the Schedule

Adjusting the Schedule of Future Tasks

Task 3A-1: Changing task duration

Task 3A-2: Changing task constraints

Task 3A-3: Using the Detail Gantt view

Setting and Displaying an Interim Plan

Task 3B-1: Creating an interim-plan table

Task 3B-2: Setting an interim plan

Task 3B-3: Copying the Tracking Gantt Chart

Task 3B-4: Customizing the Interim Tracking Gantt

Lesson 4: Adjusting Resource Schedules

Work-Hour Considerations

Task 4A-1: Managing resource-driven scheduling

Task 4A-2: Delaying resource work

Task 4A-3: Managing tasks with a fixed duration

Task 4A-4: Using percentages for resource allocations

Task 4A-5: Assigning overtime and recording overtime pay

Customizing Resource Reports

Task 4B-1: Observing the Who Does What When report

Task 4B-2: Customizing a report

Lesson 5: Customizing the Microsoft Project Environment

Working with Views

Task 5A-1: Customizing the Network Diagram

Task 5A-2: Creating a table view

Task 5A-3: Creating a combination view

Working with Toolbars and Macros

Task 5B-1: Showing and hiding toolbars

Task 5B-2: Creating a macro

Task 5B-3: Assigning a macro to a toolbar

Task 5B-4: Resetting a toolbar

Working with Global Settings

Task 5C-1: Creating a global view and global calendar

Task 5C-2: Deleting objects

Using the Options Dialog Box

Task 5D-1: Changing default settings

Lesson 6: Working with Data in Other Applications

Importing Data

Task 6A-1: Importing resource information from Microsoft Excel

Task 6A-2: Viewing the imported data

Exporting Data

Task 6B-1: Exporting project information to Microsoft Excel

Optional Task 6B-2: Viewing the exported data

Copying Data Into Other Office Applications
Optional Task 6C-1: Copying and pasting a Gantt Chart into a Microsoft Word document

Optional Task 6C-2: Copying and pasting sheet information into a Microsoft Excel spreadsheet

Lesson 7: Working with Resource Pools and Consolidated Projects

Working with a Resource Pool

Task 7A-1: Opening a resource pool

Task 7A-2: Linking a project to a resource pool

Task 7A-3: Updating the resource pool

Working with Subprojects and Master Projects

Task 7B-1: Determining when to use a subproject

Task 7B-2: Linking a subproject to a master project

Task 7B-3: Linking tasks in a master project

Task 7B-4: Adding a task to a master project

Task 7B-5: Assigning resources

Task 7B-6: Setting baselines for a master project