

PROJECT 2003: LEVEL 1

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Unit 1: Getting started

Topic A: Project management concepts

A-1: Discussing project management concepts

A-2: Discussing project management tools

Topic B: Exploring the Project 2003 window

B-1: Starting Project 2003

B-2: Examining the Project Guide

B-3: Opening an existing project in Gantt Chart view

B-4: Navigating views

Topic C: Using Help

C-1: Using the Office Assistant

C-2: Using the Help task pane

Topic D: Working with project files

D-1: Creating a new project file

D-2: Saving a project file

D-3: Setting Auto Save

Topic E: Closing project files and closing Project 2003

E-1: Closing a file and closing Project 2003

Unit 2 : Working with tasks

Topic A: Creating a task list

A-1: Adding tasks and durations

A-2: Calculating the estimated duration of a task

Topic B: Modifying a task list

B-1: Inserting and deleting tasks

B-2: Moving a task

Topic C: Creating a Work Breakdown Structure

C-1: Adding a project summary task

C-2: Indenting and outdenting tasks

C-3: Hiding and unhiding subtasks

Unit 3 : Scheduling tasks

Topic A: Setting up task links

A-1: Linking and unlinking tasks

A-2: Changing links by changing predecessors

A-3: Adding lead and lag time to tasks

A-4: Adding recurring tasks

Topic B: Working in Network Diagram view

B-1: Exploring Network Diagram view

B-2: Modifying links in Network Diagram view

Topic C: Working with advanced task options

C-1: Changing a task type

C-2: Setting a milestone

C-3: Setting a task constraint

Unit 4 : Managing resources

Topic A: Creating base calendars

A-1: Creating a new base calendar

Topic B: Working with resources and calendars

B-1: Creating a resource pool in Resource Sheet view

B-2: Creating a resource calendar

B-3: Assigning a single resource to a task

B-4: Assigning multiple tasks and multiple resources

B-5: Creating and applying a task calendar
Topic C: Working with resource costs
C-1: Entering resource costs
C-2: Using the Cost table

Unit 5 : Working with views and tables

Topic A: Working with views
A-1: Exploring Calendar view
A-2: Exploring a form view
Topic B: Working with tables
B-1: Creating a new table from an existing table
B-2: Modifying a table

Unit 6 : Filtering, grouping, and sorting

Topic A: Working with filters
A-1: Using a standard filter
A-2: Using an AutoFilter
A-3: Creating an interactive filter
Topic B: Working with groups
B-1: Using a predefined group
B-2: Creating a custom group
Topic C: Sorting tasks and resources
C-1: Sorting a task list
C-2: Sorting a resource list
C-3: Renumbering the sorted resource list

Unit 7 : Finalizing the task plan

Topic A: Finalizing schedules
A-1: Displaying the critical path
A-2: Editing effort-driven and non-effort-driven tasks
Topic B: Resolving resource conflicts
B-1: Identifying resource over-allocation
B-2: Discussing resource over-allocation
B-3: Filtering for resources in a specified group
B-4: Leveling resources manually

B-1: Setting permissions
C-1: Publishing a Web