

Course Syllabus

Establishing a Project Management Foundation using Microsoft Project 2003

Course Overview

This course delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Office Project 2003, and prepares you for the Managing Enterprise Projects using Microsoft Project Server 2003 course. Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, and executing a project. Framed around PMI's project life cycle, the course content is methodology-agnostic and focuses on hands-on learning methods.

Target Audience

Everyone who manages projects using Microsoft Office Project 2003 should take this course, whether in an enterprise or desktop-only environment. We target this course at the needs of full-time project managers, as well as those who function as project schedulers or project support technicians.

Pre-Requisites

Although not required, it is helpful for students to have hands-on project management experience or a high-level understanding of project management principles.

Learning Objectives

After completing this course, you will be able to:

- Describe the stages of the project management process
- Understand the Microsoft Project user interface
- Understand the Microsoft Project Data Model as it relates to Views, Tables, Filters, and Groups

- Define a new project
- Perform basic task planning and understand how to properly use task dependencies and task constraints
- Add resources to a project and assign resources to tasks
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies
- Print project information using default and custom Reports

Topical Outline

Module 1: Project Management Overview

Project Management Theory

The Project Management Process

Definition

Planning

Execution

Control

Closure

Module 2: Microsoft Project 2003 Overview

Introducing the Global.mpt File

The Startup Task Pane

Microsoft Project Help

The Project Guide

The Planning Wizard

Navigating in Microsoft Project 2003

Use the Scroll Bars

Use the Zoom In and Zoom Out buttons

Use the Go to Selected Task button

Screen and Tool Tips

The Three-Tiered Timescale Bar

Module 3: Inside Microsoft Project 2003

YJTJ Process (Your Job – Tool's Job)

Microsoft Project Data Model

Understanding Views

Understanding Tables

Understanding Filters

Understanding Groups

Single-Pane Views

Combination Views

Module 4: Project Definition

The Need for a Project Definition Process

Project Definition in Microsoft Project 2003

Step #1 – Set the Project Start Date

Step #2 – Enter Properties

Step #3 – Display the Project Summary Task

Step #4 – Set the Project Calendar and Nonworking Time Calendar

Step #5 – Set Options Unique To This Project

Step #6 – Save the Project

More About Base Calendars

Creating a Base Calendar

Module 5: Project Planning – Tasks

The Task Planning Process

Creating a Task List Manually

Using a Template

Planning for Non-Deliverable Tasks

Basic Task Skills

Entering and Editing Tasks

Moving Tasks

Inserting Tasks

Deleting Tasks

Creating the Work Breakdown Structure (WBS)

Creating Milestones

Creating Recurring Tasks

Adding Task Notes

Setting Task Dependencies

Lag Time

Lead Time

Setting Task Constraints

Task Notes on Constraints

Constraints: Flexible and Inflexible

Planning Wizard Message Regarding Constraints

Setting Task Deadline Dates

Missed Deadlines and Constraints

Module 6: Project Planning – Resources

Defining Project Resources

Entering Basic Resource Information

Entering Custom Resource Information

General Page

Working Time Page

Costs Page

Notes Page

Custom Fields Page

Module 7: Project Planning - Assignments

Task and Resource Assignments

Identifying Resource Capabilities

Estimating Task Effort

Resource Assignments: A Best Practice

Assigning Resources in the Task Entry View

The Duration Equation

Microsoft Project "Task Types"

Assigning Resources in the Assign Resources Dialog

Assigning Material Resources to a Task

Using Effort Driven Scheduling

Using Resource Substitution

More about the Assign Resources Dialog

Module 8: Project Execution

Project Execution Defined

What is a Baseline?

Saving a Project Baseline

Viewing the Project Baseline

Clearing the Project Baseline

Tracking Project Progress

Entering % Complete

Entering Actual Work and Remaining Work

Daily Timesheet and Remaining Work

A "Best Practice" for Using the Timesheet

Step #1 – Set up the Resource Usage View

Step #2 – Enter Actual Work

Step #3 – Enter Zeroes When No Work Was Performed

Step #4 – Adjust Remaining Work Estimates

Module 9: Variance Analysis

Variance Defined

Types of Variance

Actual and Estimated Variance

Locating Variance in Microsoft Project 2003

Work Variance

Cost Variance

Date Variance

Using Views to Locate Variance

What Is A View?

Create a New View Using the 4-Step Method

Select or Create a Table

Select or Create a Filter

Select or Create a Group

Create the New Custom View

Using the Organizer

Module 10: Plan Revision

Plan Revision Defined

Methods for Plan Revision

Using the Tracking Gantt View

Module 11: Change Control

Change Control Defined

Baseline Issues with Change Control

Save Baseline for Selected Tasks

Inserting New Tasks between Dependent Tasks

Module 12: Printing and Reporting

Project Communications Management

Identifying Stakeholder Reporting Needs

Reporting in Microsoft Project 2003

Reports Based on Views

Creating Custom Reports

Creating Custom Crosstab Reports

Printing in Microsoft Project 2003

Print Preview

Page Setup

Using the Print Dialog

An Issue with Printing Views