

Exact Business Solutions Pty Ltd

Course Outlines



Advanced Microsoft Project 2003

A One Day Guide

EBS 03116

Course Aims This course is designed for existing MS Project users who need to utilise some of the advanced features to manage projects successfully. It will show you the practical skills needed to customise a project, schedule multiple projects, share resources between projects and monitor and report on the progress of projects.

Objectives At the end of the course, participants will have learnt to:

- ✓ Use Advanced Views
- ✓ Format The Gantt Chart
- ✓ Customise How a Project Looks
- ✓ Set Project Options
- ✓ Use The Work Breakdown Structure Code
- ✓ Import And Export Files
- ✓ Use Project And Other Applications
- ✓ Use Pert Analysis
- ✓ Utilise Earned Value Analysis
- ✓ Create Progress Lines
- ✓ Track A Project's Progress With The Project Guide
- ✓ Compare Microsoft Project Versions
- ✓ Use Resource Pools
- ✓ Work With Multiple Projects

Prerequisites This is an intensive course that uses predominantly hands-on exercises. A good working knowledge of MS Project is required and an understanding of basic project management principles and concepts. Equivalent skills or completion of *Course 3114 Microsoft Project 2003 Introduction* and *Course 3115 Microsoft Project 2003 Intermediate* is needed.

Course Structure This course uses a combination of instructor presentation, and student hands-on practical exercises. Each participant will be given a Manual and Quick Reference Guide and will have the opportunity to apply what they have learnt in the classroom throughout the course.

Customizing Project**Using Advanced Views**

Using The Gantt Chart View
 Using The Tracking Gantt View
 Using The Network Diagram View
 Adjusting Timescales
 Changing Your Font

Formatting The Gantt Chart

Formatting Individual Bars
 Formatting Categories
 Adding Text To Bars
 Adding Text Boxes To A Chart

Customizing How Project Looks

Adding Menus
 Customizing Menus
 Showing And Hiding Toolbars
 Customizing Toolbars
 Creating Toolbars

Setting Project Options

Setting General, View, And Editing Options
 Setting Calendar And Schedule Options
 Setting Calculation And Spelling Options
 Setting Save And Security Options
 Setting Interface Options

Analyzing Your Project**Using Pert Analysis**

Scenario Types
 Using The Pert Toolbar
 Entering Pert Values
 Entering Pert Weights
 Calculating Pert
 Viewing Scenarios

Earned Value Analysis

About Earned Value Analysis Viewing Earned Value Analysis Tables
 About Earned Value Fields
 Reporting Earned Value Analysis

Creating Progress Lines

Displaying A Progress Line
 Interpreting A Progress Line
 Editing Or Removing The Progress Line
 Formatting The Progress Line

Tracking A Project's Progress With The Project Guide

Using The Project Guide To Track Progress
 About Status Indicators
 Using Filters To Track Tasks
 Using Groups To Track Tasks

Advanced Topics**Tasks**

Using Fixed Task Types
 Modifying Fixed Tasks
 Adding A Hyperlink To A Task
 Using The Tracking Toolbar
Using The Work Breakdown Structure Code
 Understanding The Work Breakdown Structure Code
 Assigning The WBS Code To Tasks
 Creating A Custom WBS Code
 Viewing The WBS Code

Importing And Exporting Files

Importing A File
 Exporting A File
 Using Custom Maps
 Exporting A Gantt Chart

Project And Other Applications

Inserting Objects
 Importing Data From Outlook
 Exporting Data To Outlook
 Saving Your Project As A Web Page

Working With Multiple Projects**Microsoft Project Versions**

Description Of Microsoft Project Professional
 Description Of Microsoft Project Server
 Version Comparison

Using Resource Pools

What Is A Resource Pool?
 Creating A Resource Pool
 Linking A Project To A Resource Pool
 Viewing Resource Pool Availability
 Updating A Resource Pool
 Unlinking A Project From The Resource Pool

Working With Multiple Projects

Types Of Multiple Projects
 Inserting Subprojects
 Unlinking Or Removing Subprojects
 Consolidating Projects
 Consolidating Projects Using The New Window Command
 Using Project Workspaces

Working With Multiple Projects, Part

Viewing The Critical Path For A Master Project
 Saving Baselines For A Master Project
 Saving Baselines For A Consolidated Project
 Viewing Subproject Information