

Microsoft Project 2003: Professional



Course Description

Microsoft Project 2003 Standard enables you to create and manage your projects in a standalone desktop environment. But to analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, you need to use a more encompassing project management solution. In this course, you will use Microsoft Project Professional 2003 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

Course Objective: You will use Microsoft Project Professional 2003 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an existing EPM environment.

Target Student: This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives.

Prerequisites: Students enrolling in this class should have an understanding of project management concepts and knowledge of a Windows operating system and a Web browser. They should also have taken the following Element K courses (or possess equivalent knowledge): Microsoft Project 2003: Level 1 and Microsoft Project 2003: Level 2.

Knowledge of Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003 would also be helpful.

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

Performance-based Objectives

Upon successful completion of this course, students will be able to:

- Create a new enterprise project on the Project Server.
- Resource an enterprise project.
- Establish a project within the EPM solution.
- Manage project updates.
- Manage project-related information.
- Analyze a project within the context of the enterprise.

Course Content

Lesson 1: Creating a New Enterprise Project on the Project Server

- Topic 1A: Establish Access to the Project Server
- Topic 1B: Create a New Enterprise Project
- Topic 1C: Save a New Project to the Project Server
- Topic 1D: Open an Existing Enterprise Project

Lesson 2: Resourcing an Enterprise Project

- Topic 2A: Build a Team from the Enterprise Resource Pool
- Topic 2B: Substitute Enterprise Resources Automatically
- Topic 2C: Assign Local Resources to Tasks

Lesson 3: Establishing the Project

- Topic 3A: Publish All Project Information to the Team
- Topic 3B: Save a Version for Reference
- Topic 3C: Change Managers for Assignments
- Topic 3D: Request Periodic Status Reports

Lesson 4: Managing Project Updates

- Topic 4A: Update Task Progress in Project Web Access
- Topic 4B: Mark Task Updates Submitted by Enterprise Resources
- Topic 4C: Review Update History
- Topic 4D: Adjust Updates from Resources
- Topic 4E: Request Progress Information for Selected Tasks

Lesson 5: Managing Project-related Information

- Topic 5A: Compile a Team Status Report
- Topic 5B: Manage Issues
- Topic 5C: Mitigate Risks
- Topic 5D: Upload a Document
- Topic 5E: AutoFilter Project-related Files

Lesson 6: Analyzing Enterprise Project Information

- Topic 6A: Compare Versions of an Enterprise Project
- Topic 6B: View Projects in the Project Center
- Topic 6C: Use the Portfolio Analyzer