

Microsoft Project 2000

3 DAY class - Day 1

This course teaches students how to use Microsoft Project 2000 to assist them with their project planning. Upon successful completion of this course, students will be able to: Identify the steps involved in project planning, Plan a project by using Microsoft Project 2000, Link tasks effectively and work with time constraints, Assign resources and their work schedules to tasks, Resolve time and resource conflicts, Effectively use the different views, reports, and drawing tools available in Microsoft Project and Sort and filter project information effectively.

Introduction to Project Management

- Fundamentals of Project Management
- Defining the Scope of the Project
- Developing the Project Schedule
- Assigning Project Resources
- Saving the Project Baseline
- Controlling Project Execution

Starting a Project

- Examining Microsoft Project 2000
- Overview of the Planning Process
- Defining Project Information

Outlining and Task Relationships

- Organizing the Task List into an Outline
- Linking Tasks and Observing the Critical Path
- Modifying Task Relationships
- Constraints

Adding and Assigning Resources

- Creating and Assigning a Base Calendar
- Entering and Assigning Resources
- Working with Project Costs

Analyzing the Project

- Resolving Time Restrictions
- Resolving Resource Conflicts

Displaying Project Data

- Exploring Views
- Generating Project Reports
- Using Drawing Tools

Sorting and Filtering Data

- Sorting Project Data
- Filtering Project Data
- Creating Custom Filters

