

Microsoft Project 2000

3 DAY class - Day 2

Upon successful completion of this course, students will be able to: create a baseline plan, track an active project, manage tasks that will occur in the future, work with resource needs, customize Microsoft Project, work with data in other applications and work with a resource pool and subprojects and master projects.

Setting the Plan

- Creating a Baseline Plan
- Summary information statistics
- Saving & viewing a baseline plan
- Previewing & clearing a Baseline Report

Tracking Project Progress

- Modifying the environment
- Applying the tracking Gantt Chart
- Changing the current date
- Entering data for completed tasks
- Tracking single & multiple tasks
- Tracking tasks that finished late
- Tracking tasks in progress
- Entering a percent complete
- Rescheduling uncompleted work
- Viewing the Network Diagram

Adjusting the Schedule

- Changing task duration & constraints
- Using the detail Gantt view
- Setting and displaying an interim plan
- Creating an interim-plan table
- Setting an interim plan
- Copying the tracking Gantt Chart
- Customizing the Gantt

Adjusting Resource Schedules

- Work-Hour Considerations
- Resource-driven scheduling
- Delaying resource work
- Tasks with a fixed duration
- Using percentages for allocations
- Assigning & recording overtime
- Customizing resource reports
- Observing the who does what when report

Customizing the Environment

- Customizing a report
- Customizing the Network Diagram
- Creating a table view
- Creating a combination view
- Working with Toolbars and Macros
- Working with Global Settings
- Creating a global view & calendar
- Deleting objects
- Using the Options Dialog Box

Working with Data in Other Applications

- Importing Excel
- Viewing the imported data
- Exporting Excel
- Viewing the exported data
- Copying data into other programs

Resource Pools & Consolidated Projects

- Opening a resource pool
- Linking a project to a resource pool
- Updating the resource pool
- When to use a subproject
- Linking a subproject to a master project
- Linking tasks in a master project
- Adding a task to a master project
- Assigning resources
- Setting baselines for a master project

