



## Microsoft Project 2003 - Basic

*One Day Course*

### Course Description:

This Instructor-Led Training (ILT) Series title is the perfect solution for a one-day training course on Microsoft Project 2003. Students will learn all key Microsoft Project concepts and how to implement them in their projects.

### Course Aims:

- Learn All Key Microsoft Project Concepts
- Become a proficient Project Manager by using Microsoft Project 2003
- Create efficient and cost-effective Projects

### Who should attend:

Anyone who works with Projects.

### Duration:

One Day, (8 hours)  
Time: 08:30 – 17:00 (1 hour lunch)

### Language:

Material in English  
Instruction language based on audience.

### Location:

NetU Education Centre  
1 Mikinon & Mnasiadou Street,  
2<sup>nd</sup> Floor, Office 202  
Nicosia.

## **Summarised Course Syllabus:**

### **Day 1:**

#### **Getting Started**

Project management concepts  
Start Project 2003  
Exploring the Project 2003 window  
Identify tools in Project 2003  
The Project Guide  
Open a Project 2003 file  
Examining Gantt Chart View and other views  
Using Help  
Create, Save and Close new Project Files  
Close Project 2003

#### **Working with Tasks**

Work in Gantt Chart  
Creating and Modifying a Task List  
PERT Analysis  
Creating a Work Breakdown Structure (WBS)

#### **Scheduling Tasks**

Create task links and unlink tasks  
Add Lead-time and Lag-time  
Recurring Tasks  
Working in Network Diagram view  
Types of Tasks - fixed duration, fixed work and fixed unit  
Set Milestones  
Set Task Constraints

#### **Managing Resources**

Creating base Calendars  
Create a Resource Pool in resource Sheet View  
Resource Calendar  
Assigning resources  
Creating a Task Calendar  
Working with Resource Costs

#### **Working with Views and Tables**

Calendar view  
Form view  
Creating and modifying a table  
Displaying WBS codes

#### **Filtering, Grouping and Sorting**

Working with filters  
Working with groups  
Sorting tasks and resources

#### **Finalising the Task Plan**

Finalising Schedules  
Resolving resource conflicts