

Microsoft Project 2003: Professional

Course Specifications

Course length: 1.0 day(s)

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.

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.

The following Element K courses would be helpful, but are not required: Project Management Fundamentals (online instructor-led course), Harvard Manage Mentor: Project Management (online self-paced course), Project Management Fundamentals: Parts 1 and 2 (online self-paced courses). Knowledge of Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003 would also be helpful.

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

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