

Course overview:

Project 2000 Advanced

(S267eng)



the courseware
company

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Overview and objectives

After completing this one-day course, students will know how to:

Save a baseline plan, update the progress of a task, display the Earned Value table, and use Network Diagram view.

Perform PERT analysis, split tasks, delay resource work, and assign overtime.

Format a project file, use the drawing tools, print views and reports, and create Custom and Crosstab reports.

Set up Email or Web as the workgroup messaging system, save a file as a Web page, add hyperlinks to the project file, and save the project file in Microsoft Project 98 format.

Share, copy, and consolidate project elements and manage tasks and resource pools.

Import data from an Excel worksheet and an Access database, export data to an Excel worksheet and an Access database, and copy data to a Word document and an Excel worksheet.

Create a custom Network Diagram view, a combination view, create and run macros, create a new toolbar, new menu, and a custom table

Who should attend?

The target students for this course should be comfortable using a personal computer and Microsoft Windows 95 or later. Students should know the basics of Microsoft Project 2000 and project management. Students will get most out of this course if their goal is to use Microsoft Project 2000 as a tool to become proficient managers and to create efficient and cost-effective projects for their organizations

Tracking Project Work

- Project management concepts • Discussing project management concepts • Saving a baseline plan • Saving the interim plan • Updating progress of tasks • Updating the percentage of task completed • Updating actual start date • Updating actual work performed on the task • Updating actual costs • Working with the Earned Value table • Displaying the Earned Value table • Viewing task progress • Displaying progress lines at regular intervals • Viewing progress in the Network Diagram

Analyzing and adjusting schedules

- Analyzing schedules • Viewing project status • Displaying the critical path • Displaying slack in the schedule • Calculating the estimated duration of a task • Rescheduling the project • Splitting a task • Adjusting resource schedules • Delaying resource work • Assigning overtime

Formatting and Printing

- Formatting a project file • Modifying bar styles • Formatting timescales • Using drawing tools • Printing views and reports • Setting up page setup options • Printing views • Printing reports • Customizing reports • Creating a custom report • Creating a crosstab report

Project communications

- Setting up project messaging • Discussing the Web as the workgroup messaging method • Setting up Email as the workgroup messaging method • Sending schedule note to resources • Sending TeamAssign requests • Sending status requests • Setting task reminders • Exporting project data to the Web • Saving your project file as an HTML document • Viewing the project file as a Web page • Discussing Project Central • Working with hyperlinks • Adding a hyperlink • Saving projects to Project 98 • Saving a project file to Project 98 • Identifying lost elements

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Managing multiple projects

- Consolidating and sharing projects • Consolidating project files • Linking tasks across projects • Assigning task priorities • Sharing project elements • Copying project elements • Sharing resources across projects

Exchanging project data

- Exporting data • Exporting data to a Microsoft Excel workbook • Exporting data to an Access database • Importing data • Importing data from an Excel workbook • Importing data from an Access database • Copy and paste data • Copy and paste the Gantt chart into a Microsoft Word document • Copy and paste sheet information into a Microsoft Excel spreadsheet

Customizing project environment

- Creating custom views • Creating a custom Network Diagram view • Creating a combination view • Using macros • Creating a macro • Running a macro • Creating a toolbar and a menu • Creating a toolbar • Creating a new menu • Creating a custom table • Creating a table • Resetting table defaults

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