

# Course overview:

## Project 2002 Advanced

(S270eng)



the courseware  
company

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## Overview and objectives

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

Use the Project Guide to create project plans; save a baseline and an interim plan; update percentage of tasks completed, actual start date, actual work, and actual costs for a resource; use the Earned Value table to monitor the actual and estimated costs of tasks; and view task progress in Gantt Chart view and Network Diagram view.

Analyze the project by viewing the project status, critical path, and slack in the schedule and by performing a PERT analysis, reschedule the project by splitting tasks, and adjust resource schedules by delaying resource work and assigning overtime.

Format a project file by modifying bar styles and timescale, use the Drawing toolbar to enhance the Gantt Chart information, print views and reports, and create a custom report and a Crosstab report.

Set up an e-mail collaboration messaging system and communicate project schedules by sending schedule notes, task assignments, and status requests, and explain the setup of a Microsoft Project Server workgroup system by using Microsoft Project Central. You will know how to export project data to the Web by saving the project file as a Web page, add hyperlinks to a project file, and save projects in a Microsoft Project 98 format.

Consolidate project files, link tasks across projects, assign task priorities, share and copy project elements and share resources across projects.

Import and export data from and to a Microsoft Excel worksheet and a Microsoft Access database, and copy and paste project information to a Microsoft Word document and a Microsoft Excel worksheet.

Create a custom Network Diagram view and a combination view, create and run macros to automate tasks, create a new toolbar and a new menu, and create a custom table by using the More Tables dialog box.

## Who should attend?

The target students for this course should be competent users of a personal computer and Windows 2000 or later. Students should know the basics of Microsoft Project 2000 and project management techniques. 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 and tracking • Saving baseline and interim plans • Updating the progress of tasks • Working with the Earned Value table • Viewing task progress • Unit summary

### Analyzing and adjusting schedules

- Analyzing schedules • Rescheduling the project • Adjusting resource schedules • Unit summary

### Formatting and printing

- Formatting a project file • Using drawing tools • Printing views and reports • Customizing reports • Unit summary

### Project communications

- Setting up project messaging • Exporting project data to the Web • Working with hyperlinks • Saving projects to Microsoft Project 98 • Unit summary

### Managing multiple projects

- Consolidating and sharing projects • Sharing resources across projects • Unit summary
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### Exchanging project data

- Importing data • Exporting data • Copying data • Unit summary

### Customizing the project environment

- Creating custom views • Creating macros • Creating a toolbar and a menu • Creating a custom table • Unit summary

### Course summary

- Course summary • Continued learning after class

### Quick reference

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