

Microsoft ®

Project 2000 Course Outline

Foundation Level

PROJECT 2000 - INTRODUCTION

- Getting To Know Microsoft Project 2000
- Using The Toolbars
- Using The Calendar View
- Using The Gantt Chart View

DEFINING THE PROJECT

- Understanding Project Information
- Understanding The Project Calendar
- Choosing Your Calendar For The Project
- Understanding The Statistics Window
- Understanding File Properties
- Using Save And Save As

TASKS

- Entering Tasks
- Entering A Task Duration
- Estimating Durations
- Understanding Milestones And Phases
- Using Recurring Tasks
- Editing Tasks
- Changing Task Priority
- Inserting A Task
- Deleting Tasks
- Moving Tasks

TASK LINKAGES

- Creating A Logical Sequence
- Using The General Tab
- Understanding Task Predecessors
- Understanding Task Resources
- Understanding Advanced Task Options
- Understanding Task Constraints
- Understanding Task Types
- Using Task Notes
- Outlining A Task
- Understanding Summary Tasks
- Understanding Linkage Types
- Using A Finish To Start Relationship
- Using A Start To Start Relationship
- Using A Finish To Finish Relationship
- Using A Start To Finish Relationship
- Understanding Simple Linkage
- Spotting Linkages On A Gantt Chart
- Understanding Lag And Lead Time
- Understanding Lead Time On The Gantt Chart
- Understanding Lag Time On The Gantt Chart
- Understanding The Types Of Constraints

RESOURCES

- Entering Resources
- Understanding Units
- Understanding Rates
- Understanding Accrue At
- Assigning A Calendar To A Group Of Resources
- Assigning A Resource To A Task
- Assigning A Resource Calendar
- Removing A Resource
- Replacing Resources
- Removing A Calendar

NETWORK DIAGRAM VIEW

- Understanding The Network Diagram View
- Examining A Network Diagram
- Understanding Summary Tasks
- Changing Task Linkages

SHORTENING YOUR PROJECT

- Setting The Critical Path
- Using The Critical Path View
- Filtering For Critical Tasks Only
- Shortening The Project

OVERALLOCATIONS

- Using The Resource Usage View
- Using The Resource Management Toolbar
- Using The Resource Allocation View
- Using The Resource Allocation Graph

RESOLVING OVERALLOCATIONS

- Delaying Tasks Manually
- Levelling Resources
- Using The Levelling Gantt View
- Decreasing Work Time
- Splitting Tasks
- Viewing Slack In A Table View
- Viewing Slack In A Gantt View
- Reassigning Resources
- Increasing Working Hours
- Assigning Overtime To A Task
- Contouring Resources

PRINTING PROJECT REPORTS

- Using Print Preview
- Using The Report Generator
- Using The Project Summary Report
- Understanding Print Options