

Microsoft®

# Project XP (2002) Course Outline

Foundation Level

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## **INTRODUCTION TO PROJECT**

- What Is Project 2002?
- The Project 2002 Environment
- Toolbars

## **DEFINING THE PROJECT**

- Creating A New Project
- Opening A Project
- Using File Properties
- Entering Start And Finish Dates
- Establishing A Project Calendar
- Saving
- Quitting And Closing

## **TASKS**

- Entering Tasks
- Entering Task Durations
- Entering Subtasks
- Using Recurring Tasks
- Using Task Notes
- Assigning Milestones
- Entering Constraints
- Editing Tasks
- Deleting Tasks
- Moving Tasks
- Creating Dependencies

## **RESOURCES**

- Creating A Resource List
- Entering Working Time
- Entering Costs
- Entering Notes
- Assigning Resources To A Task

## **VIEWS**

- Introduction To Views
- Using The Calendar View
- Using The Gantt Chart View
- Using The Network Diagram View
- Using The Task Usage View
- Using The Tracking Gantt View
- Using The Resource Graph View

- Using The Resource Sheet View
- Using The Resource Usage View

## **ANALYZING & RESOLVING SCHEDULING CONFLICTS**

- Resolving Scheduling Problems
- Determining The Critical Path
- Determining Critical Tasks
- Assigning Additional Resources
- Assigning Overtime
- Adding Time To A Task
- Splitting A Task
- Changing Constraints
- Modifying Dependencies
- Analyzing & Resolving Resource Conflicts
- Resolving Resource Conflicts
- Using Views To Assess Resource Allocations
- Using Filters To Review Resource Allocations
- Reassigning Resources
- Altering A Resource Calendar
- Scheduling Overtime
- Scheduling Part-Time Work
- Levelling Resources
- Using Work Contours

## **UPDATING AND TRACKING PROJECTS**

- Setting The Baseline
- Recording Actuals - Tasks
- Recording Actuals - Costs
- Tracking With The Tracking Gantt View
- Tracking With The Work Table View
- Tracking With Progress Lines

## **PRINTING REPORTS**

- Viewing And Printing Reports
- Using Print Preview
- Understanding Page Setup
- Understanding The Print Dialog Box
- Starting The Reports Dialog Box
- Understanding The Different Types Of Reports
- Customizing Reports