

**Title:** Project 2000

**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 2.00 Day(s)



**Overview:**

Students will learn how to use Microsoft Project 2000 to assist them with their project planning and project management. This course meets the Microsoft Proficiency Guidelines for Microsoft Project 2000 at the Expert level.

**Outline:**

<b>Introduction to Project Management</b>	Fundamentals of Project Management Defining the Scope of the Project Developing the Project Schedule Assigning Project Resources Saving the Project Baseline Controlling Project Execution
<b>Starting a Project</b>	Examining Microsoft Project 2000 Overview of the Planning Process Defining Project Information
<b>Outlining and Task Relationships</b>	Organizing the Task List into an Outline Linking Tasks and Observing the Critical Path Modifying Task Relationships Constraints
<b>Adding and Assigning Resources</b>	Creating and Assigning a Base Calendar Entering and Assigning Resources Working with Project Costs
<b>Analyzing the Project</b>	Resolving Time Restrictions Resolving Resource Conflicts
<b>Displaying Project Data</b>	Exploring Views Generating Project Reports Using Drawing Tools
<b>Sorting and Filtering Data</b>	Sorting Project Data Filtering Project Data Creating Custom Filters
<b>Setting the Plan</b>	Creating a Baseline Plan Previewing a Baseline Report Clearing a Baseline
<b>Tracking Project Progress</b>	Modifying the Environment for Tracking Entering Data for Completed Tasks Entering Actual Data for Tasks in Progress
<b>Adjusting the Schedule</b>	Adjusting the Schedule of Future Tasks Setting and Displaying an Interim Plan

No responsibility can be accepted for any errors or omissions

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**Continued.**

<b>Adjusting Resource Schedules</b>	Work-Hour Considerations Customizing Resource Reports
<b>Customizing the Microsoft Project Environment</b>	Working with Views Working with Toolbars and Macros Working with Global Settings Using the Options Dialog Box
<b>Working with Data in Other Applications</b>	Importing Data Exporting Data Copying Data Into Other Office Applications
<b>Working with Resource Pools and Consolidated Projects</b>	Working with a Resource Pool Working with Subprojects and Master Projects

**Next Steps:**

Please contact us to discuss bespoke course content.

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