

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

Introduction to Microsoft Project

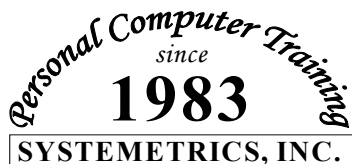
Duration: 1 day (6 hours)

Prerequisite(s): A basic knowledge of the Windows environment, experience using Microsoft Office applications, and a basic knowledge of project management.

Environment: Microsoft Windows

Version(s): 2002 through 2003.
Taught using Project 2003.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Microsoft Project.



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Who Should Take This Seminar: *Introduction to Microsoft Project* instructs the user in managing projects using Microsoft Project, the popular project management software. Among the features covered are creating projects, managing resources, creating budgets, and tracking progress against the plan. The student should be aware of project management concepts before taking this seminar and should have experience using Microsoft Office applications. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

Seminar Outline

- I. Microsoft Project Basics**
 - A. Projects and tasks
 - B. Project views, tables, and filters
 - C. Critical path

- II. Defining A Project**
 - A. Entering tasks through the task sheet and task form
 - B. Assigning duration to tasks
 - C. Linking tasks
 - 1. Predecessor tasks
 - 2. Successor tasks
 - D. Assigning lead and lag time
 - E. Inserting, deleting, and moving tasks
 - F. Viewing the project
 - 1. Tables
 - 2. Filters
 - 3. Gantt chart
 - 4. PERT chart
 - 5. Calendar view
 - 6. Resource Allocation views
 - G. Outlining tasks
 - H. Using sub-tasks and summary tasks
 - I. Defining milestones
 - J. Defining base calendars

- III. Resource Allocation**
 - A. Assigning resources to tasks
 - B. External vs. internal resource pools
 - C. Defining resource calendars
 - D. Viewing resource allocation
 - E. Fixed duration vs. resource driven scheduling
 - F. Handling the over allocation of resources

- IV. Managing The Project**
 - A. Establishing schedules and plans
 - B. Viewing the project budget
 - C. Tracking progress
 - D. Reporting progress