

Microsoft Project 2003: Professional

Course Specifications

Software: Microsoft® Office Project Professional 2003
Course length: 1.0 day(s)

Course Description

Microsoft Project 2003 Standard enables you to create and manage your projects in a standalone desktop environment. But to analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, you need to use a more encompassing project management solution. In this course, you will use Microsoft Project Professional 2003 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

Course Objective: You will use Microsoft Project Professional 2003 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an existing EPM environment.

Target Student: This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives.

Prerequisites: Students enrolling in this class should have an understanding of project management concepts and knowledge of a Windows operating system and a Web browser. They should also have taken the following courses (or possess equivalent knowledge): Microsoft Project 2003: Level 1 and Microsoft Project 2003: Level 2.

The following courses would be helpful, but are not required: Project Management Fundamentals (online instructor-led course). Knowledge of Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003 would also be helpful.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

You will need two computers: one to act as the domain controller running Windows Server 2003, Standard Edition; and one to act as the Project Server running Windows Server 2003, Standard Edition, SQL Server 2000, Standard Edition, Windows SharePoint Services 2.0, Project Server 2003, Microsoft Office Project Professional 2003, Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003. The computers must be connected using a workgroup hub. Both computers must meet the following system requirements:

- Pentium III 550 MHz or higher
- 512 MB RAM

- 10 GB disk space
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device
- 1 workgroup hub

Platform Requirements

- Windows

Software Requirements

- Microsoft Windows Server 2003, Standard Edition
- Internet access is required for downloading software patches and SharePoint Services
- Microsoft SQL Server 2000, Standard Edition, with Service Pack 3a installed (download)
- Microsoft SQL Analysis Services (included with SQL Server 2000) with Service Pack 3a installed (download)
- Microsoft Windows SharePoint Services 2.0 (download)
- Microsoft Office Project Server 2003
- Microsoft Office Project Professional 2003
- Microsoft Office Professional Edition 2003 (specifically Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003)

Performance-based Objectives

Upon successful completion of this course, students will be able to:

- Create a new enterprise project on the Project Server.
- Resource an enterprise project.
- Establish a project within the EPM solution.
- Manage project updates.
- Manage project-related information.
- Analyze a project within the context of the enterprise.

Course Content

Lesson 1: Creating a New Enterprise Project on the Project Server

Topic 1A: Establish Access to the Project Server
Topic 1B: Create a New Enterprise Project
Topic 1C: Save a New Project to the Project Server
Topic 1D: Open an Existing Enterprise Project

Lesson 2: Resourcing an Enterprise Project

Topic 2A: Build a Team from the Enterprise Resource Pool
Topic 2B: Substitute Enterprise Resources Automatically

Topic 2C: Assign Local Resources to Tasks

Lesson 3: Establishing the Project

Topic 3A: Publish All Project Information to the Team

Topic 3B: Save a Version for Reference

Topic 3C: Change Managers for Assignments

Topic 3D: Request Periodic Status Reports

Lesson 4: Managing Project Updates

Topic 4A: Update Task Progress in Project Web Access

Topic 4B: Mark Task Updates Submitted by Enterprise Resources

Topic 4C: Review Update History

Topic 4D: Adjust Updates from Resources

Topic 4E: Request Progress Information for Selected Tasks

Lesson 5: Managing Project-related Information

Topic 5A: Compile a Team Status Report

Topic 5B: Manage Issues

Topic 5C: Mitigate Risks

Topic 5D: Upload a Document

Topic 5E: AutoFilter Project-related Files

Lesson 6: Analyzing Enterprise Project Information

Topic 6A: Compare Versions of an Enterprise Project

Topic 6B: View Projects in the Project Center

Topic 6C: Use the Portfolio Analyzer