

Table of Contents

TABLE OF CONTENTS

PROJECT 2002 LEVEL 1 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN PROJECT 2002?

LESSON 1 - THE BASICS

1.1 UNDERSTANDING PROJECT MANAGEMENT

1.2 LAUNCHING MICROSOFT PROJECT

1.3 THE PROJECT ENVIRONMENT

1.4 CREATING A NEW PROJECT

1.5 ENTERING PROJECT INFORMATION

1.6 USING THE PROJECT GUIDE

1.7 CREATING A PROJECT CALENDAR

1.8 SAVING AND CLOSING A PROJECT

1.9 OPENING AN EXISTING PROJECT

1.10 GETTING HELP

LESSON SUMMARY – PROJECT BASICS

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH TASKS

2.1 ENTERING TASKS

2.2 EDITING TASKS

2.3 REARRANGING TASKS

2.4 INSERTING AND DELETING TASKS

2.5 ADDING A PROJECT SUMMARY TASK

2.6 OUTLINING TASKS

2.7 ADDING A RECURRING TASK

2.8 DISPLAYING WBS CODES

2.9 CUSTOMIZING WBS CODES

LESSON SUMMARY – WORKING WITH TASKS

LAB 2 – ON YOUR OWN

LESSON 3 - LINKING & SCHEDULING TASKS

3.1 ABOUT TASK RELATIONSHIPS

3.2 LINKING TASKS

3.3 ADDING LEAD TIME AND LAG TIME

3.4 CHANGING TASK DEPENDENCY

3.5 SPLITTING TASKS

3.6 SETTING TASK TYPE

3.7 SETTING TASK CONSTRAINTS

3.8 SETTING MILESTONE TASKS

3.9 SETTING TASK DEADLINES

3.10 WORKING IN NETWORK DIAGRAM VIEW
LESSON SUMMARY – LINKING & SCHEDULING TASKS
LAB 3 – ON YOUR OWN

LESSON 4 - RESOURCES & COSTS

- 4.1 ENTERING RESOURCES
- 4.2 CREATING A RESOURCE CALENDAR
- 4.3 ASSIGNING RESOURCES TO TASKS
- 4.4 FILTERING RESOURCES
- 4.5 EFFORT-DRIVEN SCHEDULING
- 4.6 ENTERING RESOURCE COSTS
- 4.7 ENTERING FIXED COSTS
- 4.8 USING THE COST TABLE

LESSON SUMMARY – RESOURCES & COSTS
LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH VIEWS

- 5.1 WORKING IN CALENDAR VIEW
- 5.2 USING THE GANTT CHART WIZARD
- 5.3 USING MORE VIEWS
- 5.4 USING SPLIT VIEWS
- 5.5 USING TASK USAGE & RESOURCE USAGE VIEWS
- 5.6 SORTING TASKS & RESOURCES
- 5.7 USING AUTOFILTERS
- 5.8 USING TABLES
- 5.9 PRINTING A VIEW

LESSON SUMMARY – WORKING WITH VIEWS
LAB 5 – ON YOUR OWN

LESSON 6 - FINALIZING THE PLAN

- 6.1 VIEWING THE CRITICAL PATH
- 6.2 IDENTIFYING SLACK IN A PROJECT
- 6.3 SAVING A BASELINE PLAN
- 6.4 SAVING AN INTERIM PLAN
- 6.5 OVERALLOCATED RESOURCES
- 6.6 LEVELING OVERALLOCATED RESOURCES

LESSON SUMMARY – FINALIZING THE PLAN
LAB 6 – ON YOUR OWN

INDEX