

**Course Syllabus:** Microsoft Project 2003 Introduction

### **Project 2003 Fundamentals**

- Plan the Project
- Understanding Project Management
- What's New in the Microsoft Project 2003 Database?
- Understanding the Project 2003 Screen
- Creating a New File
- Using Project Templates
- Entering Project Information
- Set the Working Time Calendar
- Create a New Calendar
- Correcting Spelling and Using Undo or Redo
- Adjust the Timescale
- Saving the Project File
- Saving a Baseline Plan
- Saving an Interim Plan
- Using the Project Guide
- Getting Help

### **Enter and Schedule the Task List**

- Enter a Task
- Enter Task Durations
- Creating a Milestone
- Copying, Moving, Inserting, and Deleting a Task
- Creating Recurring Tasks
- Organizing the Task List
- Using Task Information and Task Notes
- Linking and Unlinking Tasks
- Splitting Tasks
- Overlap or Delay Tasks
- Define Task Type
- Effort-driven and Material-driven Scheduling
- Setting Task Deadlines and Constraints
- Assigning a Task Calendar
- Task Indicators

### **Enter and Assign Resources and Costs**

- Creating a Resource List
- Entering Resource Availability
- Grouping Resources
- Changing Resource Schedules
- Assigning Work Resources
- Assigning Material Resources
- Entering Costs
- Entering Fixed Costs
- View Costs

### **Viewing the Project Database**

- Using Common Views
- Using More Views
- Using Split Views
- Using Tables
- Viewing Sorted Information
- Viewing Grouped Tasks
- Viewing Grouped Resources
- Viewing Task Filters
- Viewing Resource Filters
- Using AutoFilters
- Viewing the Project's Critical Path
- Viewing Task or Resource Details
- Printing a View
- Printing the Current View as a Report