

## **MS Project 2003**

### **COURSE DURATION:**

Three days

### **COURSE INTRODUCTION:**

MS Project 2003 is perhaps the most popular software tool used by project managers throughout the world. Integrating the international principles and terminology of project management, this software makes project planning and control possible for even relatively inexperienced practitioners.

### **BENEFITS:**

Course participants will gain skills in the application and use of the Microsoft Project 2003 software tool. They will also gain insight into the use of this software tool to assist with planning a project and controlling its progress. Throughout the course, links will be made to the theory and practice of managing real projects, as described in the international Project Management standard (PMBOK).

Knowledge of this software makes it possible to concept-design a project plan, and then fine-tune it into a measurable, visible strategy which can be shared with colleagues, or used to motivate project funding.

In addition, the software enables the user to follow the progress of a project, and to measure the extent of any variances from plan. This allows predictions to be made, and facilitates the taking of management decisions about the project.

Participants on this course will leave the course with the ability and confidence to plan and control projects by means of the software tool.

### **WHO SHOULD ATTEND?**

The course is pitched at an introductory level, but would be useful for experienced project personnel who have had no formal project management software training. It would also be an excellent introduction for those who are starting to get involved in projects, either as team members or team leaders. Personnel who interact with project managers will also benefit by gaining a better understanding of the fundamental concepts of project management planning, control and reporting.

In particular, it is suggested that this course should be directed towards those whose involvement in project planning and control requires the use of software to enhance their success at work, including:-

- Project Team Leaders and team members
- Project administrative support staff
- IT support staff
- Contract Managers
- Engineering Professionals
- Technicians
- Procurement staff
- Negotiators
- Local Authority officials
- Public Relations personnel
- Sales and Marketing personnel

### **COURSE METHODOLOGY:**

This course is interactive, allowing for active participation during sessions. The course leader will continually draw on project management theory and examples to illustrate the software principles being taught. There will be several short lectures, followed by case studies, exercises and practical assignments.

### **TOPICS TO BE COVERED:**

#### *Day 1*

#### **1. MS Project overview**

- introduction to MS Project Standard 2003
- differences between MS Project 2003 and earlier versions
- using the Help facility
- navigating the MS Project screen
- various views in MS Project

#### **2. Working with MS Project**

- opening a new MS Project file
- saving files
- printing
- defaults

#### **3. Planning a project**

- starting a new project
- theory planning
- deciding on project objectives, goals, resources, time-frames, etc.
- capturing file properties data
- defining start dates
- setting up project calendars
- entering tasks
- creating headings
- creating dependencies
- types of linkages
- entering resources into the plan
- deciding on types of resources and costs - Standard Rate; Overtime Rate; Fixed Costs
- allocating (assigning) resources to tasks
- adding durations, based on estimates

#### *Day 2*

#### **4. Fine-tuning a project plan**

- levelling under/over-allocations
- using the Gantt view
- Network Diagrams
- using the Resource Sheet
- using the Resource Graph
- adding costs to the plan
- saving plans with a baseline
- tips for saving MS Project files

**5. Tracking a project's progress**

- tracking progress vs. plan
- using "Tracking Gantt", "Tools", "Tracking" and "Update Tasks"
- Earned Value
- producing reports
- using filters
- various views
- producing graphics

Day 3

**6. Review and Practice**

- case studies
- assignments

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