

**Duration:** 4 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**Just 57% of small businesses use a formal planning tool, such as a spreadsheet, and many employees simply rely on scribbled notes on scraps of paper.**

This course is a comprehensive introduction to **Project 2000**, Microsoft's project management program. It provides a range of tools and features to help people working on projects produce detailed schedules, track dependencies and deliver projects on-brief, on-time and on-budget.

**Project 2000** can help to improve planning for single events to complex relocations or product launches. Efficient project management can make a significant contribution to the success of any business.

## Who is the course for?

**Project 2000** is ideal for people with responsibility for planning and managing projects. Staff at all levels of seniority – from administrators to team leaders and senior managers – will benefit from this course.

The easy-to-follow format is perfect for people who are completely new to Project, while the high level of detail will suit those who have a basic understanding but want to learn more about the different features and functions.

There are no formal entry requirements, but a basic understanding of project management and some experience of using Microsoft Windows software is expected.

To get the most from this course access to Microsoft **Project 2000** is advised.

## What will you get from this course?

When you have completed this course, you will be able to:

- identify Project 2000's screen menus, buttons and toolbars
- set up a project file
- create a Gantt chart
- schedule a project and specify summary tasks and subtasks
- identify dependencies and constraints
- analyse and allocate resources
- identify costs
- use statistics and reports to check a project's progress
- review and amend schedules using Gantt charts, critical path tools and customised calendars.

## Course features

You can start your online course straight away and work on it at any time, providing you have access to a computer with an internet connection. The course will be available for up to six months from the date first accessed.

The course will show you how Project's features and functions work, and then you can practice them for yourself. You are in control at all times, so you can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with. As you're working through the course, you can print specific sections out to refer back to later if you wish.

When you've finished the course, you can complete an online assessment to put your new skills to the test. The results of this test can be printed out, as a record of how well you've done.

## Course modules

### 1. Introducing Project

- Overview
- Screen Components
- Gantt Charts
- Scheduling a New Project
- Entering and Editing Tasks and Data

### 2. Working with Project

- Project Statistics and Reports
- Task Notes
- Adding Dependencies
- Milestones and Critical Paths
- Network Diagrams

### 3. Resources and Costs

- Adding Resources
- Fixed-duration Scheduling
- Adding Lag and Lead Time
- Allocating and Tracking Resources
- Resolving Resource Conflicts
- Cost Information

### 4. Dependencies and Constraints

- Scheduling for Dependencies and Constraints
- Network Diagrams
- Parallel Tasks and Nodes
- Using the Planning Wizard
- Dual Pane View

### 5. Baselines and Progress

- Task Sheets
- Setting Baselines
- Project Summary Reports
- The Tracking Toolbar
- Recurring Tasks

## Other courses you might be interested in

- Microsoft Word 2000
- Microsoft Excel 2000
- Microsoft Access 2000

- Microsoft Outlook 2000
- Microsoft PowerPoint 2000
- Planning Work

**Course code:** 103083BT021

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press.

**Our  
future.  
It's in  
our hands.**

