



# Central IT Training

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## Project 2003 Intermediate

**Course Duration**            2 Days            9:30am to 4:30pm

### Overview

This course is designed to extend your knowledge of Project enabling you to work with large or multiple projects and resource management and customising Project.

### Minimum Requirements

Delegates should have a good basic knowledge of Project to Introduction level.

## Course Contents

### Resources

- Assign Resources to a Group
- Remove Resources from a Group
- Sharing Resources
- Managing Resource Pools
- Resource Form View
- Resource Allocation View

### Tasks and Tracking

- Import a Task List from Excel
- Adding Deadlines and Constraints
- The Tracking Toolbar
- Progress Lines
- Updating Tasks
- Updating the Project
- Reschedule Uncompleted Work

### Customising a Project

- Inserting Columns in a Table
- Resetting Table Defaults
- Creating a Custom Table
- Create and Apply Custom Filters
- Create and Apply Custom Grouping
- Create and Apply Custom Views
- Using Outlining Features
- Format a Time Scale

### Managing a Project

- Viewing Slack in a Table
- Viewing Slack in the Gantt Chart
- Reassigning Resources
- Assigning Overtime
- Define and Apply WBS Codes

### Managing Large or Multiple Projects

- Master Project
- Set Baselines for a Master Project
- Adding Tasks to a Master Project
- Links between Projects
- Inserting Sub Projects
- Viewing Multiple Critical Paths

### Communicating Project Information

- Using the Drawing Tools
- Adding a Hyperlink to a Task
- Page Setup Options
- Using the Organiser
- Copy a View and Save as Web Page
- Paste a Gantt Chart into Word
- Paste Sheet information into Excel
- Modify a Standard Report
- Create a New Custom Report