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MS PROJECT 2003

Change happens in all organisations whether it is the launch of a new product, an office reorganisation or changes to the staff rota. MS Project is the planning tool from Microsoft that can be used to plan these changes to help things go smoothly. In this one day course we will show you how to break a project down into component tasks, organise these tasks into a sensible order, allocate resources and timings to these tasks. We will also show you how to plan for the unexpected. This one day course is for those who wish to learn the essentials in Project 2003 in order to create a simple project plan.

1. Introduction to MS Project

- Project environment overview
- Navigation
- Getting Help

2. Task creation and scheduling

- Creating a task list
- Modifying a task list
- Structuring tasks to create an outline
- Work Breakdown Structure

3. Scheduling Tasks

- Working with base calendars
- Creating task relationships
- Types of task relationship
- Recurring tasks
- Setting constraints
- Setting deadlines
- Using the critical path
- Using task views
- Using calendar view

4. Printing

- Formatting for printing
- Troubleshooting printing Gantt charts