

Training Microsoft Project 2003 (2000/2002) – Company, Department

Training Goals Efficient use of MS Project as a project planning and leading tool
Basic project planning and tracking

Preparation Make some first steps in MS Project, note questions/needs for the
training, take actual projects to the training (disk, paper, in mind)

Agenda

Microsoft Project 2002 e

Key Note by ... ("Training Sponsor")

Basic Skills

- ✓ Software Overview
- ✓ Project Build up
- ✓ Gantt Chart
- ✓ Network
- ✓ List Chart
- ✓ Printing

Basic Time Scheduling

- ✓ Calendar (Non working time)
- ✓ Filtering (e.g. by Responsibilities)
- ✓ Sorting (e.g. by Due Dates)

Advanced Planning

- ✓ Structuring (e.g. Phases, Sub Projects)
- ✓ Grouping (flexible Structuring)
- ✓ Multi-Projecting
- ✓ Deadlines / Special Links, Lag&Lead Time
- ✓ Project Tracking, Monitoring

Company-specific!

- ✓ Work on Company (Department) Projects

Training Wrap up

Date has to be defined, 8:45 – 16.45 (Proposal)

Referent Hugo Schneider, lic.rer.pol., MS Project-Trainer since 1990
Schneider Management Consulting GmbH, Sonnenbergweg 15,
4447 Känerkinden (near Basel), www.projektmanagement.ch
Partner of Scheuring Project Management AG and further Project
Management Consulting Companies

Location has to be defined