

Course Overview

This one-day course is suitable for either Project 2003 or Project 2007 users. The course shows how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn how to bring multiple files together into a master or consolidated project file. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to reuse common information with project templates.

Courses in the Microsoft Project Series

**Project Management
Fundamentals**
- 1 day -

Project Level 1
- 2 days -

Project Level 2
- 1 day -

Course Preparation

Prerequisite: *Project 2003 or 2007 Level 1* or equivalent experience.

Course Topics

Exchanging Data

- Importing Data from Excel to Project
- Exporting Data from Project to Excel
- Creating and Storing Maps for Imports or Exports
- Adding Gantt Chart Pictures into Excel Files

Tracking Project Progress

- Modifying the Environment for Tracking
- Creating a Baseline for Comparison
- Using Tracking Views and Tables
- Tracking Tools
- Updating Tasks by Duration
- Updating Tasks by Start or Finish Dates
- Entering Work or Labor for Completed Tasks

Adjusting Project Schedules

- Working With Tasks in Progress
- Viewing Scheduled or Current Tasks
- Splitting Tasks
- Rescheduling Individual Tasks
- Moving All Incomplete Tasks to a Future Date
- Filtering for Tracking
- Using Interim Plans to Record Change Orders
- Custom Progress Tables
- Custom Progress Views

Master Projects

- When to Use a Master Project
- Creating and Linking Projects into a Master Project
- Viewing Links from Subprojects
- Read Only Subprojects

Resource Pools

- Setting Up a Resource Pool
- Linking Sharer Files to a Resource Pool
- Editing a Resource Pool
- Editing a Sharer File
- Sending Assignments to the Pool File
- Viewing Assignments from Several Sharer Files
- Viewing a Consolidated Sharer File
- Disconnecting Sharer Files from a Resource Pool

Reusing Project Plan Information

- Customization and the Global Template
- Copying Customization to Other Files
- Linking Other Files to a Project Plan
- Creating Hyperlinks
- Creating a Project Plan Template