

INFORMATION TECHNOLOGY

Microsoft Project 2003 - Introduction

Rod Giddy

General Course Information

- General Description:** This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Project 2003 effectively.
- Learning Outcomes:** At the completion of this courseware participants will be able to:
- start Microsoft Project and work with it's key screen features
 - use the help system in Microsoft Project 2003
 - create a new project file
 - understand the essentials of project management
 - create tasks in a project file
 - enter various durations for tasks in a project
 - create relationships between tasks in a project
 - create a resource pool for a project
 - effectively use resource assignment in a project
 - assign resources to tasks in a project
 - print various aspects of a project.
- Target Audience:** This course is intended for people who wish to learn how to use Microsoft Project to help them in project management.
- Prerequisites:** This course is designed for participants with little or no knowledge of Microsoft Project 2003. However, some understanding of Windows and file management would be desirable.
- Methodology:** A hands-on approach is taken during this course. Participants learn how to create a reasonably complex project, including creating tasks and assigning resources. Emphasis is also placed upon real-world problems that are normally encountered in project management.
- Course Material & Lunch:** A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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THE TRAINER: Rod Giddy is a consulting Engineer and owner-director of a local computer retail and service company. Rod has worked in various industries from biomedical to broadcasting, with roles ranging from supervising technician to design engineer and engineering manager. Rod has considerable engineering and project management experience.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: *Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in Anutech Court) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking. We recommend North Oval as the most likely available parking area.*