



## **1). INTRODUCTION TO MICROSOFT PROJECT XP**

### **WHAT IS PROJECT XP?**

#### **THE PROJECT XP ENVIRONMENT**

Using the Main Menu  
Using the Task Pane  
Using the New Project Pane  
Using the Basic Search Pane  
Using Microsoft Project Help  
Accessing the Office Assistant

#### **TOOLBARS**

Using Toolbars  
Showing a Toolbar  
Hiding a Toolbar  
Moving a Toolbar  
Using the Standard Toolbar  
Using the Formatting Toolbar  
Using the Project Guide

---

## **2). DEFINING THE PROJECT**

### **CREATING A NEW PROJECT OPENING A PROJECT USING FILE PROPERTIES**

### **ENTERING START AND FINISH DATES** Inputting Start and Finish Dates

### **ESTABLISHING A PROJECT CALENDAR** Setting up a Project Calendar Making a New Calendar Changing Calendar Options

### **SAVING** Saving Your Project

### **QUITTING AND CLOSING** Closing a Project Quitting Project 2002

---

## **3). TASKS**

**on demand computer support**

### **ENTERING TASKS ENTERING TASK DURATIONS**

### **ENTERING SUBTASKS** Entering Subtasks Creating a Summary Task

### **USING RECURRING TASKS USING TASK NOTES ASSIGNING MILESTONES**

### **ENTERING CONSTRAINTS** Adding Constraints Using Deadlines

### **EDITING TASKS DELETING TASKS MOVING TASKS**

### **CREATING DEPENDENCIES** Establishing Dependencies Using Finish-to-Start (FS) Dependencies Using Start-to-Finish (SF) Dependencies Using Start-to-Start (SS) Dependencies Using Finish-to-Finish (FF) Dependencies

---

## **4). RESOURCES**

### **CREATING A RESOURCE LIST ENTERING WORKING TIME**

### **ENTERING COSTS** Entering Rates Editing Resource Costs

### **ENTERING NOTES**

### **ASSIGNING RESOURCES TO A TASK** Assigning with the Assign Resources Dialog Box Using the Resource List Options Assigning in the Gantt Table View

---

## **5). VIEWS**



**INTRODUCTION TO VIEWS**  
**USING THE CALENDAR VIEW**  
**USING THE GANTT CHART VIEW**  
**USING THE NETWORK DIAGRAM VIEW**  
**USING THE TASK USAGE VIEW**  
**USING THE TRACKING GANTT VIEW**  
**USING THE RESOURCE GRAPH VIEW**  
**USING THE RESOURCE SHEET VIEW**  
**USING THE RESOURCE USAGE VIEW**

---

## **6). ANALYZING & RESOLVING SCHEDULING CONFLICTS**

### **RESOLVING SCHEDULING PROBLEMS**

Understanding Scheduling Conflicts  
Understanding the Basics of Scheduling

### **DETERMINING THE CRITICAL PATH**

Understanding the Critical Path  
Viewing the Critical Path

### **DETERMINING CRITICAL TASKS**

Understanding Critical Tasks

**ASSIGNING ADDITIONAL RESOURCES**  
**ASSIGNING OVERTIME**  
**ADDING TIME TO A TASK**  
**SPLITTING A TASK**

### **CHANGING CONSTRAINTS**

Modifying Constraints

### **MODIFYING DEPENDENCIES**

Adjusting Dependencies  
Removing a Dependency  
Modifying Dependencies

---

## **7). ANALYZING & RESOLVING RESOURCE CONFLICTS**

### **RESOLVING RESOURCE CONFLICTS**

Understanding Resource Conflicts

### **USING VIEWS TO ASSESS RESOURCE ALLOCATIONS**

Applying Views to Assess Resource Allocations

### **USING FILTERS TO REVIEW RESOURCE ALLOCATIONS**

Employing Filters to Review Resource Allocations

### **REASSIGNING RESOURCES**

Adding Resources  
Switching Resources

### **ALTERING A RESOURCE CALENDAR SCHEDULING OVERTIME SCHEDULING PART-TIME WORK**

### **LEVELING RESOURCES**

Leveling Resources Automatically  
Leveling Resources Manually

### **USING WORK CONTOURS**

Using Work Contours  
Understanding the Types of Contours

---

## **8). UPDATING AND TRACKING PROJECTS**

### **SETTING THE BASELINE**

Understanding Baselines  
Setting the Baseline  
Using Interim Plans

### **RECORDING ACTUALS - TASKS**

Actual Start and Finish Dates  
Actual Task Durations  
Actual Percent Complete

### **RECORDING ACTUALS - COSTS**

Changing Calculating Options  
Entering Costs Manually

### **TRACKING WITH THE TRACKING GANTT VIEW**

Utilizing the Tracking Gantt View

### **TRACKING WITH THE WORK TABLE VIEW**

Utilizing the Work Table View

### **TRACKING WITH PROGRESS LINES**

Using Progress Lines

---

## **9). PRINTING REPORTS**



**VIEWING AND PRINTING REPORTS**  
**USING PRINT PREVIEW**  
**UNDERSTANDING PAGE SETUP**

**UNDERSTANDING THE PRINT DIALOG BOX**  
Using the Print Dialog Box

**STARTING THE REPORTS DIALOG BOX**  
Understanding the Reports Dialog Box

**UNDERSTANDING THE DIFFERENT TYPES OF REPORTS**  
Using Overview Reports  
Using Current Activity Reports

Using Cost Reports  
Using Assignment Reports  
Using Workload Reports  
Using Custom Reports

**CUSTOMIZING REPORTS**  
Using Customized Reports  
Creating a New Report  
Editing Existing Reports

---