Project 2007

Duration: **2 days**

Overview:

In this course, students create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

Target Audience:

This course is designed for a person who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

Pre-requisites:

An understanding of project management concepts.

Day 1 - Module 1: Getting Started with Microsoft Project

- Explore the Microsoft Project 2007 Environment
- Display an Existing Project Plan in Different Views

Module 2: Creating a Project Plan

- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Add Resources in the Project Plan

Module 3: Managing Tasks in a Project Plan

- Outline Tasks
- Add a Recurring Task
- Link Dependant Tasks
- Set a Constraint to a Task
- Set a Task Deadline
- Add Notes to a Task

Module 4: Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Enter Costs for Resources
- Enter Values for Budget Resources
- Resolve Resource Conflicts

Module 5: Finalizing the Project Plan

- Display the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Print a Project Summary Report

Day 2 - Module 1: Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

Module 2: Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Split a Task
- Reschedule a Task
- Filter Tasks
- Set an Interim Plan
- Create a Custom Table
- Create a Custom Report

Module 3: Managing Project Costs

- Update Cost Rate Tables
- Group Costs
- Link Documents to a Project Plan

Module 4: Reporting Project Data Visually

- Create a Visual Report
- Customize a Visual Report
- Create a Visual Report Template

Module 5: Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project