

Course 160:
Microsoft Project 2007 - Level 1
(1 day)

Course Description...

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

You will 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.

Learning Objectives...

- Explore the Microsoft Office Project environment and the various views in which you can survey a project file
- Create a new project plan
- Manage tasks by organizing them and setting task relationships
- Manage resources for a project
- Finalize the project plan

Who should attend...

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Prerequisites...

- An understanding of project management concepts
- Knowledge of a Windows operating system, either Windows XP or Windows Vista

See next page for a detailed course outline...



Course Outline...

Introduction and Overview

Course Objectives

Lesson 1: Getting Started with Microsoft Project

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

Lesson 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

Lesson 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

Lesson 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

Lesson 5: Finalizing the Project Plan

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

Please contact your ROI representative to discuss course tailoring!!!