

# Microsoft Project 2007

**Vendor Course Code:**

**Course Length:** 2 days

**Overview:**

**A Bit About The Course**

This introductory workshop helps project managers and team leaders master the basic features and functionality of Microsoft® Project 2007, such as initiating projects, planning, executing, controlling and reporting on progress. Emphasis is placed on using software to effectively create and manage project schedules using accepted project management principles and techniques. Students are encouraged to bring to class samples from their work projects, which are then incorporated into the exercises. This ensures that key project management concepts are transformed into experiential knowledge, which can be immediately applied to real-life projects when participants get back to work.

**Skills Gained:**

**Discover How To**

- Use work breakdown structure and task outline features to group project tasks.
- Adjust the project schedule through the use of project and resource calendars.
- Control the scheduling of project tasks using task dependency relationships and task constraints.
- Use tables and filters for displaying tasks and resources.
- Meet imposed project end dates during scheduling by using critical path analysis.
- Set and use the project baseline to implement variance analysis.
- Track and control features to ensure project completion within budget.

**Competencies**

- Schedule Development
- Information Distribution
- Cost Estimating
- Schedule Control
- Cost Budgeting
- Cost Control
- Project Plan Execution
- Performance Reporting
- Scope Definition
- WBS Development

**Credit Points**

PDU: 14 credits

**Key Topics:**

**Creating a Project**

- Understanding the Microsoft® Project views, tables and fields
- Customising tables and views
- Setting up and customising your project's options
- Understanding the need and use of base calendars
- Creating the project base calendar
- Entering the project start date
- Saving project files
- Entering tasks and duration
- Dividing work into Phases and sub-phases
- Collapsing and expanding the outline
- Establishing milestones
- Using notes to provide documentation
- Using task information
- Understanding relationship and dependencies
- Setting up Relationships by sequencing tasks
- Using different types of dependencies
- Managing task constraints
- Setting up and using the project deadline

- Determine your task drivers
- Using the network diagram view
- Changing the Gantt chart timescale units
- Saving customisation with the Microsoft® Project organiser
- Using the Gantt Chart Wizard to display the critical path
- Discuss duration compression methods and critical path analysis to shorten the critical path

#### **Reports**

- Previewing and printing a view
- Printing task notes
- Learning to setup and customise reports
- Changing the timescale for reports
- Creating Visual Reports to display in Excel and Visio

#### **Managing Resources**

- Creating a resource pool
- Adding additional resources and costs to the resource pool
- Sorting resources
- Assigning resources to tasks
- Setting up resource calendars
- Using resource-driven or fixed duration schedule methods
- Using effort-driven scheduling
- Reviewing and optimising resource allocations
- Identifying resource conflicts
- Understanding the use of resource filters
- Reviewing the impact of resource availability

#### **Tracking the Project**

- Setting a project baseline
- Using the project baseline
- Modifying the Network Diagram display
- Updating the schedule with relevant data
- Comparing the original baseline to the current schedule
- Reviewing and adjust project costs
- Filtering tasks and resources

#### **Target Audience:**

##### **Who should attend**

Project managers, team leaders and team members who need the primary functions and features of Microsoft® Project at the skill level.

#### **Prerequisites:**

A solid understanding of project management principles is recommended but not necessary. Familiarity with Microsoft® Windows fundamentals is required.