



MS Project 2007 (3 Days)

Course 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, finalize the project to implement the project plan, exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Who Should Attend

- Who has an understanding of project management concepts.
- Who is responsible for creating and modifying project plans.
- Who needs a tool to manage these project plans.
- Who has a basic understanding of Microsoft Project 2003.

At Course Completion:

Upon successful completion of this course, students will be able to:

- 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, exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.
- Generate reports.
- Analyze Critical path of the project

Course Outline

Getting Started with Microsoft Project

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

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



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Course Outline (Cont...)

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

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

Finalizing the Project Plan

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

Exchanging Project Plan Data with Other Applications

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

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



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Course Outline (Cont...)

Managing Project Costs

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

Reporting Project Data Visually

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

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