

Microsoft® Project 2007: Level 1

Training Course Content

Course Objective: Students 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.

Prerequisites: Students enrolled for this course should have a basic understanding of project management concepts, as well as a basic familiarity with using Microsoft Windows and Office, such as browsing for files, opening, closing and saving files.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Getting Started with Microsoft Project

Topic 1A: Explore the Microsoft Project 2007 Environment
Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a New Project Plan
Topic 2B: Assign and Update a Project Calendar
Topic 2C: Add Tasks to the Project Plan
Topic 2D: Enter the Task Duration Estimates
Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Create Task Outline and Phases
Topic 3B: Add a Recurring Task
Topic 3C: Link Dependent Tasks
Topic 3D: Set a Constraint to a Task
Topic 3E: Set a Task Deadline
Topic 3F: Add Notes to a Task
Topic 3G: Identify Milestones and Deliverables
Topic 3H: Display the Overall Project Summary Task and WBS Outline Number

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar
Topic 4B: Assign Resources to Tasks
Topic 4C: Assign Additional Resources to a Task
Topic 4D: Enter Costs for Resources
Topic 4E: Enter Values for Budget Resources
Topic 4F: Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

Topic 5A: Display the Critical Path
Topic 5B: Shorten the Project Duration
Topic 5C: Set a Baseline
Topic 5D: Print a Project Summary Report

Additional Items:

Optional After Class Demo for Project 2003 Users: Version 2003 vs 2007 - Interface and Enhancements

Microsoft® Project 2007: Level 2

Training Course Content

Course Objective: Students will exchange project plan data with other applications, update project plans, create custom reports, and reuse project plan information.

Prerequisites: To ensure your success in this course, you should have an understanding of project management concepts, as well as a basic familiarity with using Microsoft Windows and Office, such as browsing for files, opening, closing and saving files. This can be accomplished by taking Microsoft® Project 2007: Part 1.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import a List from an Excel File into Project
Topic 1B: Export Project Plan Data into Excel
Topic 1C: Copy a Project Plan for Distribution in Excel, PowerPoint, Outlook, or Word

Lesson 2: Updating a Project Plan

Topic 2A: Enter and View Task Progress
Topic 2B: Enter Overtime Work
Topic 2C: Split a Task
Topic 2D: Reschedule a Task
Topic 2E: Filter Tasks
Topic 2F: Set Multiple Baselines and Interim Plans
Topic 2G: Create Custom Fields and Tables

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables
Topic 3B: Group Costs
Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data

Topic 4A: Create a Custom Report
Topic 4B: Modify a Custom Report's Header and Footer
Topic 4C: View a Visual Report in Excel

Lesson 5: Customizing and Reusing Project Plan Information

Topic 5A: Create a Project Plan Template
Topic 5B: Create a Custom Gantt Chart View
Topic 5C: Make Custom Items Available to Other Project Plans
Topic 5D: Share Resources Across Projects
Topic 5E: Create a Master Project with Multiple Sub-Projects

Additional Items:

Additional shortcuts and features used by Microsoft Project Power-Users.
Optional After Class Demo for Project 2003 Users: Version 2003 vs 2007 - Interface and Enhancements