

Project 2007 Introduction

(2 day course)



Who should attend

Individuals attending this course are involved in one or more of the areas listed below:

- Creating and maintaining project files
- Reporting project information
- Managing project resources and activities
- Tracking project progress

Prerequisites

A working knowledge of *Windows XP*.

What course provides

This instructor-led course explores the tools that Project 2007 provides for creating and managing projects. Specifically, the course covers creating a project, customizing calendars, building a workplan outline, creating dependency links, and defining resources as well as assigning resources to tasks. The course also shows students how to manage resource allocation, set a baseline for a project, and track progress on a project. An introduction to formatting views and printing is also included.

What students learn

Upon completing this hands-on course, the student will have:

- Created and saved a new project file
- Defined and outlined a project task list
- Created and modified task dependency links
- Defined a resource pool and assigned resources to various tasks
- Explored several methods for managing resource work
- Set a baseline for a project
- Tracked actual progress on a project and rescheduled incomplete work
- Formatted a Gantt Chart view, including task bars, timescales, and text attributes
- Previewed and printed views and reports

What students receive

Each student receives a copy of our Total Training Solutions Student Manual for post-class reference and review.

Introducing Project Management

- Managing Projects
- Reviewing Scheduling Terminology

Exploring Microsoft Project

- Working with Menus and Toolbars
- Working with Views
- Getting Online Help

Planning a Project

- Setting Project Information and Options
- Managing Project Calendars

Defining and Outlining Tasks

- Defining and Entering Tasks
- Using the Task Information Form
- Outlining the Project

Creating Task Dependencies

- Defining Task Dependencies
- Modifying Task Dependencies

Defining and Assigning Resources

- Defining Resources
- Exploring Work Assignment Details
- Assigning Resources to Work on Tasks

Managing Resource Allocation

- Identifying Resource Conflicts
- Resolving Resource Conflicts
- Using Resource Leveling

Finalizing the Project Plan

- Reviewing the Final Plan
- Setting the Baseline

Tracking Work on the Project

- Tracking Actual Progress
- Rescheduling Incomplete Tasks

Enhancing Views and Printing

- Enhancing the Gantt Chart View
- Previewing and Printing Views
- Previewing and Printing Reports

Course Outline