

Microsoft Project 2007 Essentials

Overview

Length: 2 Days

Course Description: This 2-day, instructor-led course teaches students how to create, update, and report progress of project schedules using best practices for schedule development and Microsoft Project 2007.

After completing this course, students will be able to:

- Describe the stages of the project management process
- Navigate the Microsoft Project user interface
- Define a new project
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- Understand and view the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio
- Close a project
- Create and use Cost resources
- Perform Earned Value Analysis (EVA) on a project
- Import and export project data with another application

Prerequisites

The course is intended for novice project schedulers and managers as well as experienced users of previous versions of Microsoft Project. Anyone responsible for creating project task lists, schedules, budgets, resource lists, and project progress reports would benefit from taking this course. Although not required, it is helpful for students to have hands-on project management experience or a general understanding of project management principles.

Outline

Modules Include:

Project Management Overview	Project Assignment Planning	Project Closure
MS Project 2007 Overview	Project Execution	Project Costing
Project Definition	Variance Analysis	Using Master Projects
Project Task Planning	Plan Revision and Change Control	Importing and Exporting Project Data
Project Resource Planning	Project Reporting	

Course Includes

- A copy of the “Ultimate Learning Guide to Microsoft Office Project” book, which serves as both the course manual and a valuable reference book
- Eligibility for PMP® certification holders to claim 16 PDUs for attending this course.