

Microsoft Project 2007 Basics

Overview

Length: 1 Day

Course Description: This 1-day, instructor-led class blends hands-on exercises, instruction from a professional project management practitioner and the best courseware available on the market to teach students how to immediately become more productive in their day-to-day project management tasks by applying the basic functionality of 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
- 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

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
- Instruction from an experienced Microsoft Certified Technology Specialist (MCTS) and certified Project Management Professional (PMP®)
- Eligibility for PMP® certification holders to claim 8 PDUs for attending this course.

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

Project Management Overview

- Definition
- Planning
- Execution
- Control
- Closure

MS Project 2007 Overview

- Toolbars
- Global.mpt
- Project Guide
- Planning Wizard
- Navigating
- Gantt Chart Symbols
- Data Model
- Views, Tables, Filters and Groups
- Single Pane and Combination Views

Project Definition

- Project Information
- Properties
- Project Summary Task
- Standard Calendar

Project Task Planning

- Work Breakdown Structure
- Tasks (inserting, moving, deleting, notes)
- Milestones
- Setting Dependencies
- Leads and Lags
- Setting Constraints and Deadlines
- Setting Task Calendars
- Estimate task effort and duration
- Creating Recurring Tasks

Project Resource Planning

- Resource Types
- Resource Sheet
- Alternate Work Schedule
- Cost Rates

Project Assignment Planning

- Work Estimation Methodology
- Assign Resources and Work Estimates
- Duration Equation
- Task Types
- Cost Rate Table
- Material Resources
- Effort Driven Scheduling
- Assign Resource Dialog
- Resource Filtering and Substitution
- Resource Overallocation
- Resource Leveling

Project Execution

- Critical Path Method
- Baselines, Rolling Baselines, Multiple Baselines and Interim Plans

Variance Analysis

- Analyzing Schedule, Date, Work and Cost variance

Project Reporting

- Views
- Reports