Microsoft Project 2007

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Class Length: 3 Days

PDUs : 15

Category: Project Management

Program Objectives:
By the end of the program, participants will be able to:

- Plan, build and manage project schedules and budgets using Microsoft Project Professional
- Build a project plan, enter tasks and develop calendars
- Establish task constraints and deadlines, and create task dependencies
- Forecast and allocate human, material and resources
- Track progress, update plans and monitor variances between target and actual project deliverables
- Create dynamic reports and custom views to communicate project information

Course Benefits

Project managers must work within tight schedules, manage resources across the organization and deliver results on time and within budget. Microsoft Project is a powerful tool to help you break a project down into manageable parts, identify potential bottlenecks and keep your project on track. In this course, you learn how to solve typical project and business problems using the planning, controlling and reporting features of Microsoft Project.

Program Outline:

Project Fundamentals

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

Create a Project Plan
- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Add Milestones to the Project Plan
- Enter the Task Duration Estimates

Manage Tasks in a Project Plan
- Outline Tasks or Create Subtasks
- Add a Recurring Task
- Link Dependent Tasks
- Set a Constraint to a Task
- Set a Task Deadline
- Add Notes to a Task
- Add Hyperlinks to a Task

Manage Resources in a Project Plan
- Types of Resource
- Add Resources in the Project Plan
- Create a Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Enter Costs for Resources

Network Diagram and Critical Path
- View the Network Diagram
- View the Critical Path

Update a Project Plan
- Save Baseline
- Enter Task Progress
- Enter Overtime Work
- Split a Task
- Reschedule a Task
- Filter, Sort and Group Tasks

Manage Project Costs
- Enter Cost Rate Tables
- Enter Fixed Costs

Variance – Planned Vs. Actual Project Data
- Actual Start and Finish Dates.
- Compare the baseline values with the current/actual values.

Reports
- Tabular Reports
- Visual Reports

Advanced Topics
- Delayed Resource Assignment
- Work Contours
- Over-allocation
- Resource leveling

Share Project Information With Other Projects
- Calendar, Filters, Groups, Views
- Resource Pool

Exchange Project Information with Other Applications
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information into Word