Project 2007 Introduction Day 1

Duration: 1 Day

Course Overview:

This is the first day of a two-day course designed to introduce students to project planning and management using Microsoft Office Project 2007. During the class students are directed step-by-step through the process of setting up and managing a large project. Exercises guide the student through creating a project plan file containing tasks, organizing those tasks in a work breakdown structure containing task relationships, creating and assigning resources, and finalizing the project to implement the project plan.

Students Learn How To:

- Navigate the Microsoft Office Project environment
- Utilize multiple ways of viewing of a project file
- Create a new project plan
- Organize tasks and set task relationships
- Manage resources for a project
- Finalize the project plan

Who Should Attend: Anyone with a basic understanding of project management concepts, who would like to use Microsoft Project as a tool to create and manage project plans. Managers and PC Coordinators who will be supporting staff using Microsoft Office Project 2007.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge and a basic understanding of project management concepts.

Course Outline:

Getting Started with Microsoft Project

Explore the Microsoft Project 2007 Environment
Display an Existing Project Plan in Different Views

Creating a Project Plan

Create a New Project Plan
Assign a Project Calendar
Add Tasks to the Project Plan
Enter the Task Duration Estimates
Add Resources in the Project Plan

Managing Tasks in a Project Plan

Outline Tasks
Add a Recurring Task
Link Dependant Tasks
Set a Constraint to a Task
Set a Task Deadline
Add Notes to a Task

Managing Resources in a Project Plan

Create a Resource Calendar
Assign Resources to Tasks
Assign Additional Resources to a Task
Enter Costs for Resources
Enter Values for Budget Resources
Resolve Resource Conflicts

Finalizing the Project Plan

Display the Critical Path
Shorten the Project Duration
Set a Baseline
Print a Project Summary Report