

Introduction to Microsoft Project 2007

Course Code: MSP-INTRO

Course Overview

Microsoft Office Project 2007 enables you to create and manage your projects in a standalone desktop environment. In this class, you will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. You will also learn to use Microsoft Office Project 2007 to exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Benefits

- Learn to create a new enterprise project on the Project Server.
- Learn to add resources to an enterprise project.
- Learn to establish a project baseline within the EPM solution.
- Learn to manage project updates.
- Learn to manage a project.
- Learn to manage project-related information.
- Learn to analyze a project within the context of the enterprise.
- Learn to exchange project plan data with other applications.
- Learn to update a project plan.
- Learn to manage project costs.
- Learn to report project data visually.
- Learn to reuse project plan information.

Who Should Attend?

- Anyone seeking an overview of MS Project 2007.
- Anyone working in a project context now or who will be shortly.
- There are no formal prerequisites.

You Will Learn To

- Be effective in the use of MS Project 2007.

Duration

- Two Days

Course Timings

Courses run from 0900 to 1630 for formal class hours (1630 onwards is for informal and optional discussion of “topics raised on the day” and demonstration of relevant software tools if appropriate) There is a possible 1600 finish on the last day.

Course Includes

- Instructor-led tuition from a highly experienced project manager.
- Delegate pack: course notes, project templates, case studies, classroom exercises.
- USB drive containing MS Project 2007 resources.
- Lunch, tea and coffee.

Course Content: MSP-INTRO

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 Dependent 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

Exchanging Project Plan Data with Other Applications

- Import Project Information
- Export Project Plan Data into Excel
- Copy a Picture of the Project Plan Information

Updating a Project Plan

- Enter Task Progress, Enter Overtime Work
- Split a Task, Reschedule a Task, Filter Tasks
- Set an Interim Plan
- Create a Custom Table, Create a Custom Report

Managing Project Costs

- Update Cost Rate Tables, Group Costs
- Link Documents to a Project Plan

Reporting Project Data Visually

- Create a Visual Report, Customize a Visual Report, Create a Visual Report Template

Reusing Project Plan Information

- Create a Project Plan Template
- Create a Custom View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project