

ExecuTrain End User Computer Skills

Project 2007: Basic

1 Day

Description

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

Prerequisites

- ✓ An understanding of project management concepts.
- ✓ Knowledge of a Windows operating system, either Windows XP or Windows Vista.

The following would be helpful, but are not required:

- ✓ Project Management Fundamentals Part 1 and 2
- ✓ A basic knowledge of Microsoft Word and Microsoft Excel.

Objectives

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. Upon successful completion of this course, students will be able to:

- ✓ explore the Microsoft Office Project environment and the various views in which you can survey a project file.
- ✓ create a new project plan.
- ✓ manage tasks by organizing them and setting task relationships.
- ✓ manage resources for a project.
- ✓ Work with views and tables and filter and sort data.

Outline

Unit 1: Getting started

Topic A: Project management concepts
Topic B: Exploring the Project window
Topic C: Working with project files
Topic D: Using Help

Unit 2: Working with tasks

Topic A: Creating a task list
Topic B: Modifying a task list
Topic C: Creating a Work Breakdown Structure

Unit 3: Scheduling tasks

Topic A: Setting up task links
Topic B: Working in Network Diagram view
Topic C: Working with advanced task options

Unit 4: Managing resources

Topic A: Creating base calendars
Topic B: Working with resources and calendars
Topic C: Working with resource costs

Unit 5: Working with views and tables

Topic A: Working with views
Topic B: Working with tables

Unit 6: Filtering, grouping, and sorting

Topic A: Working with filters
Topic B: Working with groups
Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules
Topic B: Resolving resource conflicts