

Microsoft Office Project 2007: Level 1

1 day – Instructor led

Course 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.

Course Objective: 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.

Target Student: 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: Students enrolled for this course should have the following:

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

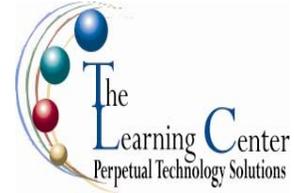
The following would be helpful, but are not required:

- Project Management Fundamentals Part 1 and 2.
- Harvard Manage Mentor: Project Management.
- A basic knowledge of Microsoft Word and Microsoft Excel.

Performance-Based Objectives

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.
- Finalize the project plan.



Course Content

Lesson 1: Getting Started with Microsoft Project

- Topic 1A: Explore the Microsoft Project 2007 Environment
- Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

- Topic 2A: Create a New Project Plan
- Topic 2B: Assign a Project Calendar
- Topic 2C: Add Tasks to the Project Plan
- Topic 2D: Enter the Task Duration Estimates
- Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

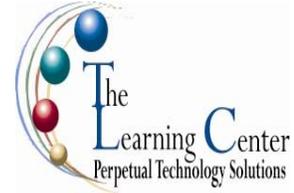
- Topic 3A: Outline Tasks
- Topic 3B: Add a Recurring Task
- Topic 3C: Link Dependant Tasks
- Topic 3D: Set a Constraint to a Task
- Topic 3E: Set a Task Deadline
- Topic 3F: Add Notes to a Task

Lesson 4: Managing Resources in a Project Plan

- Topic 4A: Create a Resource Calendar
- Topic 4B: Assign Resources to Tasks
- Topic 4C: Assign Additional Resources to a Task
- Topic 4D: Enter Costs for Resources
- Topic 4E: Enter Values for Budget Resources
- Topic 4F: Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

- Topic 5A: Display the Critical Path
- Topic 5B: Shorten the Project Duration
- Topic 5C: Set a Baseline
- Topic 5D: Print a Project Summary Report



Microsoft Office Project 2007: Level 2

1 day – Instructor led

Course Description

Microsoft® Project 2007: Level 2 is the second course in the Microsoft Project 2007 series. In Microsoft® Project 2007: Level 1, you used your project management skills to create a complete project plan. The plans need to be updated and modified regularly to keep the project moving on track. This course will build upon the knowledge gained, and give you the opportunity to work with a project plan once it reaches the project implementation phase.

Course Objective: You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Target Student: 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. It is also intended for a person who has a basic understanding of Microsoft Project 2003.

Prerequisites: Students enrolling in this class should have:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2007: Level 1.

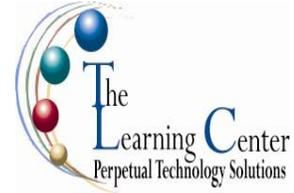
The following courses would be helpful, but are not required: Project Management Fundamentals, Harvard Manage Mentor Project Management (online course), Project Management Fundamentals Part 1 and 2 (online course).

Knowledge of Microsoft Office 2007 applications would also be helpful.

Performance-Based Objectives

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

- Exchange project plan data with other applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.



Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

- Topic 1A: Import Project Information
- Topic 1B: Export Project Plan Data into Excel
- Topic 1C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

- Topic 2A: Enter Task Progress
- Topic 2B: Enter Overtime Work
- Topic 2C: Split a Task
- Topic 2D: Reschedule a Task
- Topic 2E: Filter Tasks
- Topic 2F: Set an Interim Plan
- Topic 2G: Create a Custom Table
- Topic 2H: Create a Custom Report

Lesson 3: Managing Project Costs

- Topic 3A: Update Cost Rate Tables
- Topic 3B: Group Costs
- Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

- Topic 4A: Create a Visual Report
- Topic 4B: Customize a Visual Report
- Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

- Topic 5A: Create a Project Plan Template
- Topic 5B: Create a Custom View
- Topic 5C: Make Custom Views Available to Other Project Plans
- Topic 5D: Share Resources
- Topic 5E: Create a Master Project