



Project 2007 - Level 1

Non-Package Price: \$220

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.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course 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
- Finalize 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:

Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have:

- An understanding of project management concepts
- A basic knowledge of Microsoft® Word and Microsoft® Excel

CPEs: 7.5

Course Outline

Get Started with Microsoft Project

- 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
- Enter the task duration estimates
- Add resources in the project plan

Manage 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

Manage 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

Finale the Project Plan

- Display the critical path
- Shorten the project duration
- Set a baseline
- Print a project summary report



Project 2007 - Level 2

Non-Package Price: \$220

Course Description:

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.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

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

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

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:

Before taking this course, students should be familiar with the basic functions of Windows, such as creating and navigating folders, opening programs, manipulating windows, copying and pasting objects, formatting text, and saving files. In addition, the student should have:

- Completed Project 2007 Level 1
- An understanding of project management concepts
- A basic knowledge of Microsoft® Word and Microsoft® Excel

CPEs: 7.5

Course Outline	
<p>Exchange Project Plan Data with Other Applications</p> <ul style="list-style-type: none"> ● Import project information ● Export project plan data into Excel ● Copy a picture of the project plan information <p>Update a Project Plan</p> <ul style="list-style-type: none"> ● 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 	<p>Mange Project Costs</p> <ul style="list-style-type: none"> ● Update cost rate tables ● Group costs ● Link documents to a project plan <p>Report Project Data Visually</p> <ul style="list-style-type: none"> ● Create a visual report ● Customize a visual report ● Create a visual report template <p>Reuse Project Plan Information</p> <ul style="list-style-type: none"> ● Create a project plan template ● Create a custom view ● Make custom views available to other project plans ● Share resources ● Create a master project