

Microsoft® Office Project 2007 Level 1 of 2

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$350 + GST

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.

Performance-Based Objectives

Upon successful completion of this course, you 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

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

