



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Microsoft Office Project 2007, Managing Projects

MS-5927 Rev 03.10

3 days

Description

This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This is the first course in the Microsoft Office Project 2007 Official Curriculum series and serves as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft Enterprise Project Management (EPM) 2007 Solution.

Audience Profile

This course is intended for both novice and experienced project managers and schedulers. These individuals are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of Microsoft Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

Prerequisites

- *Experience using Microsoft Office Project to create project schedules*
- *Fundamental knowledge of project management*
- *Experience with Windows operating systems*
- *Experience with Microsoft Office Excel*

Course Outline

Module 1: Getting Started with Microsoft Office Project 2007

Lesson 1: Understanding the Nature of Projects
Lesson 2: Discovering Project 2007
Lesson 3: Understanding Project 2007 File Types
Lesson 4: Navigating the Project 2007 Interface
Lesson 5: Getting Help and Guidance
Lesson 6: Configuring Options

Module 2: Creating and Defining Projects

Lesson 1: Creating and Saving Projects
Lesson 2: Defining Properties and Options
Lesson 3: Creating and Organizing the Task List
Lesson 4: Importing Data
Lesson 5: Modifying and Applying Calendars
Lesson 6: Setting Scheduling Options

Module 3: Working with Estimates and Dependencies

Lesson 1: Entering Task Estimates
Lesson 2: Using A PERT Analysis to Estimate Task Duration
Lesson 3: Linking and Unlinking Tasks by Using the Gantt Chart View
Lesson 4: Linking and Unlinking Tasks by Using the Network Diagram View
Lesson 5: Adding Lag or Lead Time to a Linked Task

Module 4: Working with Deadlines, Constraints, and Task Calendars

Lesson 1: Introducing Deadlines, Constraints, and Task Calendars
Lesson 2: Creating and Modifying Deadlines



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- Lesson 3: Creating and Modifying Constraints
- Lesson 4: Creating and Modifying Task Calendars
- Lesson 5: Identifying Critical Tasks
- Lesson 6: Working with Task Driver

Module 5: Working With Resources

- Lesson 1: Introducing Resources, Assignments, and Budgeting
- Lesson 2: Adding Resources to the Resource Sheet
- Lesson 3: Creating and Modifying Resource Assignments
- Lesson 4: Entering Project Budgets

Module 6: Predicting Behavior by Using Task Types and the Scheduling Formula

- Lesson 1: Using Task Types and the Scheduling Formula
- Lesson 2: Changing Variables and Predicting Behavior
- Lesson 3: Applying Task Types to Produce Predictable Behavior
- Lesson 4: Special Situations with Effort-Driven Scheduling

Module 7: Customizing and Formatting

- Lesson 1: Formatting Screen Elements
- Lesson 2: Creating and Modifying Templates
- Lesson 3: Creating and Modifying Fields, Tables, and Formulas
- Lesson 4: Creating and Modifying Filters and Groups
- Lesson 5: Creating and Modifying Custom Views

Module 8: Analyzing Resource Utilization

- Lesson 1: Introducing Resource Utilization Concepts
- Lesson 2: Viewing Resource Assignments, Allocation, and Utilization
- Lesson 3: Managing Resource Availability
- Lesson 4: Optimizing and Leveling Resource Assignments

Module 9: Tracking Progress

- Lesson 1: Working With Baselines
- Lesson 2: Entering Duration Updates
- Lesson 3: Entering Work Updates
- Lesson 4: Entering Cost Updates
- Lesson 5: Discovering Variances
- Lesson 6: Troubleshooting and Getting Back on Track

Module 10: Creating Reports

- Lesson 1: Selecting, Editing, and Creating Basic Reports
- Lesson 2: Configuring Print and Page Setup Options
- Lesson 3: Setting Options to Correct Printing Issues
- Lesson 4: Exporting Reporting Data
- Lesson 5: Creating and Modifying Visual Reports

Module 11: Managing Multiple Projects

- Lesson 1: Introducing Management of Multiple Projects
- Lesson 2: Creating Master Projects
- Lesson 3: Creating Links Between Projects
- Lesson 4: Calculating Single or Multiple Critical Paths
- Lesson 5: Saving and Opening Multiple Projects
- Lesson 6: Sharing Resources and Analyzing Resource Utilization Across Multiple Projects



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