

ExecuTrain Course Outline

Microsoft® Office Project 2007:

Level 1

ET084774

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 (Element K course).
- Harvard Manage Mentor: Project Management (Element K course).
- A basic knowledge of Microsoft Word and Microsoft Excel.

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. 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.

Outline

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