

## Microsoft® Project 2007

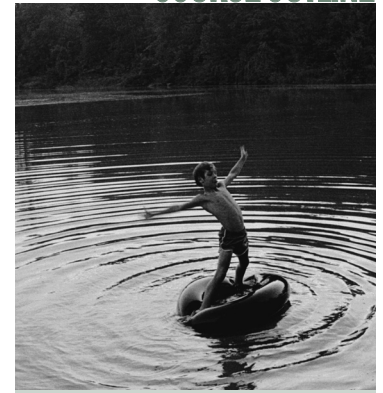
This introductory workshop helps project managers and team leaders master the basic features and functionality of Microsoft® Project 2007, such as initiating projects, planning, executing, controlling and reporting on progress. Emphasis is placed on using software to effectively create and manage project schedules using accepted project management principles and techniques. Students are encouraged to bring to class samples from their work projects, which are then incorporated into the exercises. This ensures that key project management concepts are transformed into experiential knowledge, which can be immediately applied to real-life projects when participants get back to work.

### FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide).

### DISCOVER HOW TO

- Use work breakdown structure and task outline features to group project tasks.
- Adjust the project schedule through the use of project and resource calendars.
- Control the scheduling of project tasks using task dependency relationships and task constraints.
- Use tables and filters for displaying tasks and resources.
- Meet imposed project end dates during scheduling by using critical path analysis.
- Set and use the project baseline to implement variance analysis.
- Track and control features to ensure project completion within budget.



**DURATION:**  
Traditional - 2 days.  
Virtual - 16 hours.

**CAPACITY:** 20 people.

**WHO SHOULD ATTEND:** project managers, team leaders, and team members who need the primary functions and features of Microsoft® Project at the skill level.

**PREREQUISITES:** a solid understanding of project management principles is recommended. Familiarity with Microsoft® Windows fundamentals is required.

**PDU:** 14 credits.

**COMPETENCIES**

Schedule Development  
 Information Distribution  
 Cost Estimating  
 Schedule Control  
 Cost Budgeting  
 Cost Control  
 Project Plan Execution  
 Performance Reporting  
 Scope Definition  
 WBS Development

**OUTLINE SUMMARY****Creating a Project**

- Understanding the Microsoft® Project views, tables and fields
- Customizing tables and views
- Setting up and customizing your project's options
- Understanding the need and use of base calendars
- Creating the project base calendar
- Entering the project start date
- Saving project files
- Entering tasks and duration
- Dividing work into Phases and subphases
- Collapsing and expanding the outline
- Establishing milestones
- Using notes to provide documentation
- Using task information
- Understanding relationship and dependencies
- Setting up Relationships by sequencing tasks
- Using different types of dependencies
- Managing task constraints
- Setting up and using the project deadline
- Determine your task drivers
- **Using the network diagram view**
- Changing the Gantt chart timescale units
- Saving customization with the Microsoft® Project organizer
- Using the Gantt Chart Wizard to display the critical path
- Discuss duration compression methods and critical path analysis to shorten the critical path

**Reports**

- Previewing and printing a view
- Printing task notes
- Learning to setup and customize reports
- Changing the timescale for reports
- Creating Visual Reports to display in Excel and Visio

**Managing Resources**

- Creating a resource pool
- Adding additional resources and costs to the resource pool
- Sorting resources
- Assigning resources to tasks
- Setting up resource calendars
- Using resource-driven or fixed duration schedule methods
- Using effort-driven scheduling
- Reviewing and optimizing resource allocations
- Identifying resource conflicts
- Understanding the use of resource filters
- Reviewing the impact of resource availability

**Tracking the Project**

- Setting a project baseline
- Using the project baseline
- Modifying the Network Diagram display
- Updating the schedule with relevant data
- Comparing the original baseline to the current schedule
- Reviewing and adjust project costs
- Filtering tasks and resources



Get to the Heart of the Matter.<sup>sm</sup>