



Microsoft Project

Microsoft Project is a two-day course where students will learn project management tools with the right blend of usability, power, and flexibility, so you can manage projects more efficiently and effectively. You can stay informed and control project work, schedules, and finances, keep project teams aligned, and be more productive through integration with familiar Microsoft Office system programs, powerful reporting, guided planning, and flexible tools.

Target Student: Individuals with any level of experience who are interested in learning more about

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to create 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.

What's Next:

PowerPoint Learn how to design, create, and deliver presentations with pizzazz.

Flash Rich Content Creation Add animation and user interaction to your website with graphics, text and sound effects.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

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 verify project information.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources in a project plan.
- Finalize the project plan.



**Microsoft Project 2 Day****The Fundamentals**

Planning the Project
Understanding Project Management
Understanding the Project Database
What's New in Project 2007
Understanding the Project 2007 Screen
Using Common Views
Using More Views
Creating a New Project
Working with the Project Information Dialog Box
Adjusting Working Hours
Creating a New Calendar
Using the Project Guide'
Printing a View'

Entering the Task List

Estimating Task Duration
Entering a Milestone
Organizing Tasks into Phases
Linking Tasks-Unlinking Tasks
Editing Task Links
Using the Task Information Dialog Box
Moving and Copying Tasks

Entering and Assigning Resources

Entering People Resources
Entering Equipment Resources
Entering Material Resources
Adjusting Individual Resources Working Schedules
Using Resource Notes
Understanding Effort Driven Project Scheduling
Assigning Resources to Tasks
Assigning Additional Resources to Tasks
Assigning Material Resources to Tasks

Viewing the Project

Using Split Views
Sorting Information
Grouping Information
Filtering Information
Using AutoFilters
Using Zoom

Working With Tasks

Overlapping Tasks
Delaying Tasks
Setting Tasks Constraints
Splitting Tasks
Understanding Task Type
Assigning a Task Calendar
Understanding Task Indicators

Working with Resources

Delaying a Resource Start Time
Applying Predefined Resource Contours
Specifying Resource Availability Dates
Grouping Resources
Assigning a Resource Calendar

Working with Costs

Entering Resource Overtime Rates
Specifying Pay Rates fro Different Dates
Adding Pay Rates for a Resource
Applying a Different Pay Rate to an Assignment
Using Material Resource Consumption Rates
Entering Task Fixed Costs

Balancing the Project

Scheduling Resource Overtime
Identifying Resource Overallocation
Balancing Resource Overallocations Manually
Balancing Resource Overallocations Automatically

Updating Project Progress

Saving a Baseline Plan
Updating the Entire Project
Updating Task Actual Values
Updating Task Completion Percentage
Updating Actual Work
Updating Actual Costs

Checking Project Progress

Viewing Project Statistics
Viewing Project Costs
Viewing the Project's Critical Path
Checking Duration Variance
Checking Work Variance
Checking Cost Variance
Identifying Slipped Tasks
Saving an Interim Plan

Working with Reports

Opening a Report
Adding Page Element to a Report
Sorting a Report
Defining Report Contents
Create a Visual Report

Working with Multiple Projects

Creating Links Between Projects
Consolidating Projects
Viewing Multiple Projects Critical Paths
Viewing Consolidated Project Statistics