

## Course Overview

In this 2-day course, you will start by learning about the Microsoft Project 2007 environment. You will learn how to build a schedule by creating tasks, organizing and linking tasks and using the critical path. You will learn how to change and control timelines by using task relationships, constraints, and task deadlines. You will learn how to add resources to your project to track materials, costs, and your project team. Also, you will learn how to work with calendar exceptions and work week tools to adjust the project schedule to reflect your work environment. You will also learn how to enter costs for a variety of resources as well as how to enter an outside budget to compare with resource costs. You will learn how to analyze a variety of changes and scenarios, adjust task types to solve schedule problems and resolve resource conflicts. You will also learn how to begin tracking task completion and progress. Finally, you will also learn ways to view and print all or a part of your project information using sorting, filtering, tables, views and reports.

## Courses in the Microsoft Project Series

**Project Management  
Fundamentals**  
- 1 day -

**Project Level 1**  
- 2 days -

**Project Level 2**  
- 1 day -

## Course Preparation

Prerequisite Courses: *Project Management Fundamentals* or an understanding of project management concepts, *Windows - Level 1* or equivalent experience. A basic knowledge of Microsoft Word and Microsoft Excel is helpful but not required.

## Course Topics

### About Project Management

- Overview of the Project Life Cycle
- Defining Phase
- Planning Phase
- Work Breakdown Structure (WBS)
- Controlling Phase
- Closing Phase
- The Project Manager Role
- Identifying Project Stakeholders

### Exploring the Project Environment

- Exploring the Project Window
- Displaying Views
- Tools to Adjust the Gantt Chart View
- Using the View Bar
- Viewing Tables
- Viewing Indicators
- Using Project Task Guides and Help
- The Project Planning Wizard

### Creating a Project

- Starting a Project File
- Starting Scheduling
- Creating a Project Summary Task
- Entering Tasks and Durations
- Using Changing Cells
- Using Elapsed Time
- Entering Milestones and Estimates
- Inserting, Deleting and Moving Tasks
- Saving Options

### Outlining Tasks

- Outlining to Create Work Breakdown Structure
- Viewing Summary Tasks
- Hiding and Showing Subtasks
- Correcting and Editing the Outline

### Building the Schedule

- Linking Options
- Tracking the Finish Date
- Linking Tasks with the Toolbar
- Linking Tasks by Dragging
- Linking Groups of Tasks
- Changing Link Dependencies
- Using Lag Time or Lead Time
- The Critical Path
- Task Constraints
- Task Deadlines
- Task Drivers

### Resources

- Adding Work or Material Resources
- Using Resource Codes, Groups or Initials
- Assigning Resources to Project Tasks
- Using Resource Graphs
- Replacing Resources
- Evaluating Resource Assignments

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## **Calendars**

- Calendar Options
- Creating a Customized Base Calendar
- Using Exceptions and Work Weeks
- Applying a Base Calendar to the Gantt Chart
- Applying a Base Calendar to Resources
- Evaluating Resource Schedules
- Entering Resource Exceptions
- Copying Base Calendars between Files

## **Costs**

- Setting Up Resource Costs
- Setting Up Material Costs
- Entering Task-Specific Costs
- Adjusting for Resource Pay Rate Changes
- Using Resource Cost Rate Tables
- Setting Up Budget Resources
- Viewing Costs and Budget Information

## **Analyzing the Project**

- Controlling Your Schedule with Task Types
- Working with Fixed Units
- Working with Fixed Duration
- Working with Fixed Work
- Locating Resource Conflicts
- Solutions for Resource Conflicts
- Applying Resource Leveling
- Removing Resource Leveling

## **Formatting the Project**

- Showing Work Breakdown Structure Numbering
- Formatting Gantt Chart Gridlines
- Formatting Gantt Chart Timescale
- Using Cell Highlighting
- Formatting the Task Sheet
- Adjusting the Changing Cells
- Inserting a Notes Column
- Customizing Fields

## **Sorting, Filtering and Templates**

- Sorting Data
- AutoFiltering
- Using Resource Filters
- Using Interactive Resource Filters
- Using Task Filters
- Interactive Task Filters
- Using Project Templates

## **Views, Reports and Tracking**

- Views for Reporting
- Examining Different Views
- Combination or Split Views
- Using Tables for Reporting
- Printing Gantt Views
- Publishing from Project to Word or PowerPoint
- Copying from Project to Excel
- Tracking Basics
- Using Built-In Reports
- Printing and Formatting Reports

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