

Microsoft® Office Project 2007: Level 1

Course Specifications

Course number: 084774

Software: Microsoft Office Project Professional 2007

Course length: 1.0 day(s)

Course 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.

Course 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.

Target Student: 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: Students enrolled for this course should have the following:

- 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.

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

Performance-Based Objectives

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.

Course Content

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