

# Microsoft Project 2007 Level 1

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## Overview

The skills and knowledge acquired in Microsoft Project 2007 Level 1 are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Project 2007 Level 1 is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Project 2007 Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Project 2007 Level 1 you should be able to:

- start Microsoft Project and work with its key screen features
- create a new project file
- understand the essentials of project management
- create tasks in a project file
- enter various durations for tasks in a project
- create relationships between tasks in a project
- impose constraints and deadlines on a project
- create a resource pool for a project
- effectively use resource assignment in a project
- assign resources to tasks in a project
- monitor a project and track its progress
- print various aspects of a project
- resolve resource over allocation problems
- assign materials in a project
- assign costs in a project

## Course Duration is 2 Days

## Course Code: J6M1

# Topics

## Microsoft Project Basics

- Overview Of Microsoft Project
- Starting Microsoft Project
- The Microsoft Project Screen
- About Microsoft Project Views
- Working With Views
- Working With Combination Views
- About Microsoft Project Tables
- Working With Tables
- The Gantt Chart View
- Working With The Gantt Chart View
- Understanding Microsoft Project Menus
- Using Microsoft Project Menus
- Understanding Toolbars
- Working With Existing Project Files
- Exiting From Microsoft Project

## Creating A New Project

- About New Projects
- Understanding Your Project
- Creating A New Project
- Saving A New Project File
- About Microsoft Project Options
- Setting Specific Options
- About The Standard Calendars
- Setting Nonworking Time – Standard Calendar
- Setting Non Default Working Time
- Creating Public Holidays
- Creating A New Calendar
- Specifying Project Summary Information
- Specifying Project Information

## Project Management

- Tasks And Resources
- The Importance Of Planning
- Project Management Tools
- Project Management Tools – Network Diagram
- Using A Computer For Project Management
- The Pros And Cons Of Using Microsoft Project

## Creating Tasks

- About Creating Tasks
- The Rostadium Project Phases
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Assignment – Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

## Task Durations

- About Task Durations
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

## Creating Relationships

- About Creating Relationships
- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry
- Using Task Information For Relationships
- Creating Relationships In A Sheet
- Keeping To Schedule Using Relationships
- About Lag Time
- Entering Lag Time
- About Lead Time
- Entering Lead Time

## Constraints And Deadlines

- About Constraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time To Resolve Conflicts
- Creating A Deadline

## Resourcing A Project

- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- About Resource Information
- Adjusting Resource Information
- Changing The Unit Display

## Assignment Concepts

- Project's Calculation Methodologies
- Understanding Effort And Task Types
- Creating Simple Assignments
- Working With Fixed Unit Assignments
- Working With Fixed Duration Assignments
- Working With Fixed Work Assignments
- Understanding The Driver Resource
- Understanding Effort Driven Resourcing
- Working With Effort Driven Resourcing
- Disabling Effort Driven

## Assigning Resources

- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Resource Work Pattern
- Specifying Resource Usage
- Assignment - Contouring Work Hours
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet

- Assigning Resources That You Don't Have

## Project Monitoring

- Creating A Baseline
- Getting Project To Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

## Printing

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks

## Resource Levelling

- About Resource Levelling
- Creating Resource Chaos
- Tracking Down Overallocations
- Tracking Overallocations In A Combination View
- Changing Work Effort
- About Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments

## Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment
- Checking Work For Materials

## Costs

- Costing Overview
- Reviewing The Current Cost Status
- Working With Variable Resource Costs
- Assignment – Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Assigning Multiple Cost Rate Tables
- Changing Resources Rates During A Project
- Viewing Costs