
Project 2007 Level 1

Days	1
Course code	DPR07L1

Overview

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.

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

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

Prerequisites

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- An understanding of project management concepts.
 - Knowledge of a Windows operating system, either Windows XP or Windows Vista.
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Delegates will learn how to

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- 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.
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Course outline

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- 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
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- 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
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- Lesson 3: Managing Tasks in a Project Plan
 - Topic 3A: Outline Tasks
 - Topic 3B: Add a Recurring Task
 - Topic 3C: Link Dependent Tasks
 - Topic 3D: Set a Constraint to a Task
 - Topic 3E: Set a Task Deadline
 - Topic 3F: Add Notes to a Task
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- 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
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- 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