

Project 2007 Level 1

Prerequisites

Students enrolled for this course should have an understanding of project management concepts and knowledge of a Windows operating system, either Windows XP or Windows Vista.

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.

Detailed Outline

Getting Started with Microsoft Project

Explore the Microsoft Project 2007 Environment
Display an Existing Project Plan in Different Views

Creating a Project Plan

Create a New Project Plan
Assign a Project Calendar
Add Tasks to the Project Plan
Enter the Task Duration Estimates
Add Resources in the Project Plan

Managing Tasks in a Project Plan

Outline Tasks
Add a Recurring Task
Link Dependant Tasks
Set a Constraint to a Task

Objectives

By the end of this course, you 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

Set a Task Deadline

Add Notes to a Task

Managing Resources in a Project Plan

Create a Resource Calendar
Assign Resources to Tasks
Assign Additional Resources to a Task
Enter Costs for Resources
Enter Values for Budget Resources
Resolve Resource Conflicts

Finalizing the Project Plan

Display the Critical Path
Shorten the Project Duration
Set a Baseline
Print a Project Summary Report