



Microsoft® Office Project 2007: Level 1 – One Day

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