



Microsoft® Office Project 2007: Professional – One Day

Course Description

Microsoft Office Project 2007 Standard enables you to create and manage your projects in a standalone desktop environment. But to analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, you need to use a more encompassing project management solution. In this course, you will use Microsoft Office Project Professional 2007 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

Course Objective: You will use Microsoft Project Professional 2007 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an existing EPM environment.

Target Student: This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives.

Prerequisites: Students enrolling in this class should have an understanding of project management concepts and knowledge of a Windows operating system and a Web browser. They should also have taken the following Element K courses (or possess equivalent knowledge): Microsoft Office Project 2007 Level 1 and Microsoft Office Project 2007 Level 2.

The following Element K courses would be helpful, but are not required: Project Management Fundamentals (online instructor-led course), Harvard Manage Mentor Project Management (online self-paced course), Project Management Fundamentals Parts 1 and 2 (online self-paced courses). Knowledge of Microsoft Office Word 2007, Microsoft Office Excel 2007, and Microsoft Office PowerPoint 2007 would also be helpful.

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:

- create a new enterprise project on the Project Server.
- add resources to an enterprise project.
- establish a project baseline within the EPM solution.
- manage project updates.
- manage a project.
- manage project-related information.
- analyze a project within the context of the enterprise.

Course Content

Lesson 1: Creating a New Enterprise Project on the Project Server

- Topic 1A: Establish Access to the Project Server
- Topic 1B: Open an Existing Enterprise Project
- Topic 1C: Create a New Enterprise Project Based on an Enterprise Template
- Topic 1D: Save a New Project to the Project Server

Lesson 2: Resourcing an Enterprise Project

- Topic 2A: Substitute Enterprise Resources Automatically
- Topic 2B: Build a Team from the Enterprise Resource Pool
- Topic 2C: Add Local Resources to Tasks

Lesson 3: Establishing the Project Baseline

- Topic 3A: Publish an Enterprise Project to the Team
- Topic 3B: Save a Baseline Version

Lesson 4: Managing Project Updates

- Topic 4A: Update a Project
- Topic 4B: Update Task Progress
- Topic 4C: View Update History
- Topic 4D: Request Progress Information for Selected Tasks
- Topic 4E: Mark Task Updates Submitted by Enterprise Resources
- Topic 4F: Adjust Updates from Resources

Lesson 5: Managing a Project

- Topic 5A: Manage Costs
- Topic 5B: Manage Issues
- Topic 5C: Mitigate Risks

Lesson 6: Managing Project-Related Information

- Topic 6A: Change Managers for Assignments
- Topic 6B: Request Periodic Status Reports
- Topic 6C: View Responses
- Topic 6D: Upload a Document
- Topic 6E: AutoFilter Project-Related Files

Lesson 7: Analyzing Enterprise Project Information

- Topic 7A: Compare Versions of an Enterprise Project
- Topic 7B: View Projects in the Project Center