

Project 2007:

Basic

Topic Activity-Level Outline

Days: 1

Prerequisites: Windows XP: Basic, Windows Vista: Basic, or equivalent experience

Unit 1: Getting started

Topic A: Project management concepts

Topic B: Exploring the Project window

Topic C: Working with project files

Topic D: Using Help

Unit 2: Working with tasks

Topic A: Creating a task list

Topic B: Modifying a task list

Topic C: Creating a Work Breakdown Structure

Unit 3: Scheduling tasks

Topic A: Setting up task links

Topic B: Working in Network Diagram view

Topic C: Working with advanced task options

Unit 4: Managing resources

Topic A: Creating base calendars

Topic B: Working with resources and calendars

Topic C: Working with resource costs

Unit 5: Working with views and tables

Topic A: Working with views

Topic B: Working with tables

Unit 6: Filtering, grouping, and sorting

Topic A: Working with filters

Topic B: Working with groups

Topic C: Sorting tasks and resources

Unit 7: Finalizing the task plan

Topic A: Finalizing schedules

Topic B: Resolving resource conflicts