

Duration: Two days

Associated courses: None

Project 2007 Introduction

Description	Pre-requisites
This course aims to introduce the learner to using Microsoft Project 2007 to help manage a large range of projects, from small to large scale. It covers the important aspects of dealing with tasks and resources and pays particular and crucial attention to problem areas that often arise when using a computer to help manage projects.	This course is designed for participants with little or no knowledge of Microsoft Project 2007. However, some basic computing skills and project management experience would be beneficial.

CONTENTS

Microsoft Project Basics	Project Management	Resourcing a Project
<p>Overview of Microsoft Project 2007</p> <p>Getting acquainted with the Microsoft Project screen</p> <p>Working with views</p> <p>Working with combination views</p> <p>Working with tables</p> <p>Working with the Gantt chart view</p> <p>Understanding Microsoft Project menus</p> <p>Understanding toolbars</p> <p>Working with existing project files</p> <p>Exiting from Microsoft Project</p> <p>Help!</p> <p>Printed help sources</p> <p>Using project help</p> <p>Working with the office assistant</p> <p>Creating A New Project</p> <p>New project overview</p> <p>Understanding your project</p> <p>Creating a new project</p> <p>Saving a new project file</p> <p>Setting specific options</p> <p>Pitfalls in changing options</p> <p>Adjusting the standard calendars</p> <p>Creating public holidays</p> <p>Creating a new calendar</p> <p>Specifying project summary information</p> <p>Specifying project information</p>	<p>What is a project?</p> <p>Tasks and resources</p> <p>The importance of planning</p> <p>Steps in project management</p> <p>Project management tools</p> <p>Using a computer</p> <p>The advantages and disadvantages of Microsoft Project</p> <p>Creating Tasks</p> <p>Overview of creating tasks</p> <p>Reviewing the project</p> <p>Entering tasks</p> <p>Creating summary tasks</p> <p>Moving about a sheet</p> <p>Working with summary tasks</p> <p>Task Durations</p> <p>Task duration overview</p> <p>Entering task durations</p> <p>Displaying critical tasks</p> <p>Checking project status</p> <p>Understanding project slack</p> <p>Entering milestones</p> <p>Creating Relationships</p> <p>Overview of creating relationships</p> <p>Catching up with the case study</p> <p>Creating relationships using the link tool and task entry</p> <p>Using task information for relationships</p> <p>Creating relationships in a sheet</p> <p>Keeping to schedule using Relationships</p> <p>Entering lag time</p> <p>Entering lead time</p>	<p>Overview of resourcing</p> <p>Creating a resource pool</p> <p>Entering materials</p> <p>Assigning calendars to resources</p> <p>Adjusting resource information</p> <p>Changing the unit display</p> <p>Assignment Concepts</p> <p>Understanding resource assignment</p> <p>Project's calculation methodologies</p> <p>Understanding effort</p> <p>Creating simple assignments</p> <p>Understanding task types</p> <p>Working with fixed unit assignments</p> <p>Working with fixed duration assignments</p> <p>Working with fixed work Assignments</p> <p>Working with the driver resource</p> <p>Understanding effort driven resourcing</p> <p>Disabling effort driven resourcing</p> <p>Assigning Resources</p> <p>Overview of assigning resources</p> <p>Assigning resources using task entry view</p> <p>Assigning part time resources</p> <p>Contouring resource usage</p> <p>Assigning specific work times</p> <p>Problem assignments</p> <p>Assigning resources in task information</p> <p>Assigning resources in a sheet</p> <p>Assigning resources that you don't have</p>

