



Project 2007 Introduction

Course Aims

This course is a totally self contained introduction to Microsoft Project 2007 and aims to provide the skills and knowledge necessary to create, resource, and manage projects.

Learning Outcomes

At the completion of this courseware participants will be able to:

- ❖ Start Project 2007 and work with it's key screen features
- ❖ Work with the Project 2007 tutorials and help system
- ❖ Create a new project file
- ❖ Understand elements of project management theory
- ❖ Create tasks in a project
- ❖ Enter task duration's
- ❖ Create relationships between tasks
- ❖ Create a pool of resources for a project
- ❖ Understand Project 2007 resource assignment
- ❖ Assign resources to tasks
- ❖ Level over-allocated resources
- ❖ Assign materials to tasks
- ❖ Enter and determine project costs
- ❖ Add constraints and deadlines
- ❖ Monitor actual progress in a project
- ❖ Print data from Project 2007

Course Content

Project 2007 Basics

Overview Of Microsoft Project 2007
Starting Project 2007
The Project 2007 Screen
Working With Views
Working With Combination Views
Working With Tables
Working With The Gantt Chart View
Understanding Menus
Understanding Toolbars
Working With Existing Files
Exiting From Project 2007

Creating A New Project

New Project Overview
Understanding Your Project

Creating A New Project
Saving A New Project File
Setting Specific Options
Pitfalls In Changing Options
Adjusting The Standard Calendars
Creating Public Holidays
Creating A New Calendar
Project Summary Information
Specifying Project Information

Project Management

What Is A Project?
Tasks And Resources
The Importance of Planning
Steps In Project Management
Project Management Tools

Creating Tasks

- Overview Of Creating Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks
- Moving About A Sheet
- Working With Summary Tasks

Task Durations

- Task Duration Overview
- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Stack
- Entering Milestones

Creating Relationships

- Overview
- Catching Up With The Case Study
- Creating Relationships Using The Link Tool
- Creating Relationships Using Task Entry Using Task Information For Relationships
- Creating Relationships In A Sheet
- Keeping To Schedule Using Relationships
- Entering Lag Time
- Entering Lead Time

Resourcing A Project

- Overview Of Resourcing
- Creating A Resource Pool
- Entering Materials
- Assigning Calendars To Resources
- Adjusting Resource Information
- Changing The Unit Display

Assignment Concepts

- Assignment
- Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Fixed Unit Assignments
- Fixed Duration Assignments
- Working With Fixed Work Assignments
- Working With The Driver Resource
- Effort Driven Resourcing
- Disabling Effort Driven Resourcing

Assigning Resources

- Overview Of Assigning Resources
- Assigning Resources Using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources That You Don't Have

Resource Levelling

- Resource Levelling Overview
- Creating Resource Chaos
- Tracking Down Over-allocations
- Fix 1: Changing Work Effort
- Fix 2: Assigning Overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching Work Assignments
- Fix 5: Rescheduling Tasks

Assigning Materials

- Overview Of Assigning Materials
- Assigning Fix Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Assigning Variable Usage Materials
- Adding To A Material Assignment
- Checking Work For Materials

Costs

- Costing Overview
- Reviewing The Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs For Equipment Hire
- Assigning Resource Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resources Rates
- Viewing Costs

Constraints & Deadlines

- Overview Of Constraints & Deadlines
- Reviewing Our Project
- Adding A Constraint
- Resolving Conflicts
- Adjusting The Schedule To Meet Constraints
- Creating A Deadline

Project Monitoring

- Overview Of Project Monitoring
- Creating A Baseline
- Updating Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

Printing

- Overview Of Printing
- Printing A Gantt Chart
- Printing Sheet Views
- Printing Jobs For Resources
- Printing Resources For Tasks

Duration:

Two Days (9:00 a.m. – 4:00 p.m.)

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