



Course Syllabus

Microsoft Project 2007 Level 1

One Day • Instructor-led

This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2007 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

Audience

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 those project plans.

Prerequisites

Before attending this course, students must have:

- Taken the Windows XP Level 1 course or have the basic skills and knowledge of Windows applications
- An understanding of project management concepts

Professional Exams

There is no exam associated with this course.

Objectives:

- 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 Outline

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