



Microsoft Project 2007: Introduction

Overview: You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. 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 these project plans.

Prerequisites: Windows XP Introduction or Vista equivalent knowledge. An understanding of project management concepts.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Microsoft Project

Explore the Microsoft Project 2007 Environment
Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Create a New Project Plan
Assign a Project Calendar
Add Tasks to the Project Plan
Enter the Task Duration Estimates
Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Outline Tasks
Add a Recurring Task
Link Dependant Tasks
Set a Constraint to a Task
Set a Task Deadline
Add Notes to a Task

Lesson 4: Managing Resources in a Project Plan

Create a Resource Calendar
Assign Resources to Tasks
Assign Additional Resources to a Task
Enter Costs for Resources
Enter Values for Budget Resources
Resolve Resource Conflicts

Lesson 5: Finalizing the Project Plan

Display the Critical Path
Shorten the Project Duration
Set a Baseline