COMAT

Microsoft Project 2007

Course Aims

This course introduces the basic skills necessary for using MS Project 2007.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning costs, working with the critical path.

Trainees will also learn how to customise project information, filtering/sorting/grouping information, using more customisation features, working with baselines, tracking your progress, evaluating and distributing data. Some lessons include finalising a project, working with multiple projects, working with resource pools, importing and exporting data, working with graphics and web pages.

Pre-requisites

An understanding of Windows / MS Project 98 to2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	4 Days / 30 Hours	9:00 am to 5:30 pm

Part 1: Managing a Simple Project

Module 1: Getting Started with Project
- Managing Your Projects with Project
- Starting Project Standard
- Starting Project Professional
- Exploring Views
- Exploring Reports
- Creating a New Project Plan
- Setting Nonworking Days
- Entering Project Properties

Module 2: Creating a Task List
- Entering Tasks
- Estimating Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Documenting Tasks
- Checking the Plan's Duration

Module 3: Setting Up Resources
- Setting Up People Resources
- Setting Up Equipment Resources
- Setting Up Material Resources
- Setting Up Cost Resources
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Documenting Resources

Module 4: Assigning Resources to Tasks
- Assigning Work Resources to Tasks
- Assigning Additional Resources to a Task
- Assigning Material Resources to Tasks
- Assigning Cost Resources to Tasks

Module 5: Formatting and Printing Your Plan
- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

Module 6: Tracking Progress on Tasks
- Saving a Project Baseline
- Tracking a Project as Scheduled
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks

Part 2: Advanced Project Scheduling

Module 7: Fine-Tuning Task Details
- Adjusting Task Relationships
- Setting Task Constraints
- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting Up a Recurring Task

Module 8: Fine-Tuning Resource and Assignment Details
- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Resource Availability to Apply at Different Times
- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Entering Material Resource Consumption Rates

Module 9: Fine-Tuning the Project Plan
- Examining Resource Allocations over Time
- Manually Resolving Resource Overallocations
- Leveling Overallocated Resources
- Examining Project Costs
- Checking the Project's Finish Date

Module 10: Organizing and Formatting Project Details
- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

Module 11: Printing Project Information
- Printing Your Project Plan
- Printing Views
- Printing Reports

Module 12: Sharing Project Information with Other Programs
- Copying and Pasting with Project
- Opening Other File Formats in Project

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