

GreenDot Course Outline

Microsoft Project 2007
Introduction

Version 1.0
Edited 10-June-2010

GreenDot
Consulting

Description:

In this course you will learn how to use Microsoft Project 2007 to create a wide range of projects.

Learning Outcomes:

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

- start Microsoft Project and work with it's key screen features
- create a new project file
- understand key project management concepts
- enter and work with tasks in a project
- enter and work with durations for tasks
- enter and work with task relationships
- create and work with resource pools
- understand resource assignment concepts
- assign resources to tasks
- level overallocated resources in a project
- assign materials to tasks
- enter a wide range of costs into a project
- set constraints and deadlines in a project
- monitor and track a project
- print information from a project.

Target Audience:

This course is intended for people who wish to learn how to use Microsoft Project 2007 to effectively manage projects.

Prerequisites:

This course is designed for participants with little or no knowledge of Microsoft Project. A general understanding of the Windows environment and of one or more Microsoft Office products is desirable.

Duration:

2 Days

Course Outline:

1. Microsoft Project Basics

1. Overview Of Microsoft Project
2. Starting Microsoft Project
3. The Microsoft Project Screen
4. Working With Views
5. Working With Combination Views
6. Working With Tables
7. Working With The Gantt Chart View
8. Understanding Microsoft Project Menus
9. Understanding Toolbars
10. Working With Existing Project Files
11. Exiting From Microsoft Project

2. Creating A New Project

1. New Project Overview
2. Understanding Your Project
3. Creating A New Project
4. Saving A New Project File
5. Changing Time Unit Options
6. Pitfalls In Changing Options
7. Understanding Working Time In Project
8. Understanding Calendars In Project
9. Modifying The Standard Calendar
10. Specifying Holidays
11. Creating A New Calendar
12. Specifying Project Summary Information
13. Specifying Project File Properties

3. Project Management

1. What Is A Project?
2. Tasks And Resources
3. The Importance Of Planning
4. Steps In Project Management
5. Project Management Tools
6. Using A Computer
7. The Advantages Of Microsoft Project
8. The Disadvantages Of Microsoft Project

4. Creating Tasks

1. Overview Of Creating Tasks
2. Reviewing A Project
3. Entering Tasks
4. Creating Summary Tasks
5. Moving About A Sheet
6. Working With Summary Tasks

5. Task Durations

1. Task Duration Overview
2. Entering Task Durations
3. Displaying Critical Tasks
4. Checking Project Status
5. Understanding Project Slack
6. Entering Milestones

6. Creating Relationships

1. Overview Of Creating Relationships
2. Catching Up With The Case Study
3. Linking Tasks
4. Creating Relationships Using Task Entry

5. Using Task Information For Relationships
6. Creating Relationships In A Sheet View
7. Staying On Schedule Using Relationships
8. Entering Lag Time
9. Entering Lead Time

7. Resourcing A Project

1. Overview Of Resourcing
2. Creating A Resource Pool
3. Entering Materials
4. Assigning Calendars To Resources
5. Adjusting Resource Information
6. Changing The Unit Display

8. Assignment Concepts

1. Understanding Resource Assignment
2. Project's Calculation Methodologies
3. Understanding Effort
4. Creating Simple Assignments
5. Understanding Task Types
6. Working With Fixed Unit Assignments
7. Working With Fixed Duration Assignments
8. Working With Fixed Work Assignments
9. Working With The Driver Resource
10. Understanding Effort Driven Resourcing
11. Disabling Effort Driven Resourcing

9. Assigning Resources

1. Overview Of Assigning Resources
2. Assigning Resources Using Task Entry View
3. Assigning Part Time Resources
4. Contouring Resource Usage
5. Assigning Specific Work Times
6. Problem Assignments
7. Assigning Resources Through Task Information
8. Assigning Resources Through A Sheet
9. Assigning Resources That You Don't Have

10. Resource Levelling

1. Resource Levelling Overview
2. Creating Resource Chaos
3. Tracking Down Overallocations
4. Fix 1: Changing Work Effort
5. Fix 2: Assigning Overtime
6. Fix 3: Hiring Contract Labour
7. Fix 4: Switching Work Assignments
8. Fix 5: Rescheduling Tasks

11. Assigning Materials

1. Overview Of Assigning Materials
2. Assigning Fixed Material Consumption
3. Contouring Materials Usage
4. Adding More Material Resources
5. Assigning Variable Usage Materials
6. Adding To A Material Assignment
7. Checking Material Quantities

12. Costs

1. Costing Overview
2. Reviewing The Current Cost Status
3. Variable Resource Costs
4. Assigning Daily Costs For Equipment Hire
5. Assigning Fixed Costs To A Resource
6. Assigning Fixed Costs To A Task
7. Assigning Material Costs
8. Using Multiple Cost Tables
9. Changing Resources Rates During A Project
10. Viewing Project Costs

13. Constraints & Deadlines

1. Overview Of Constraints & Deadlines
2. Reviewing Our Project
3. Adding A Constraint
4. Using Elapsed Time To Resolve Conflicts
5. Creating A Deadline

14. Project Monitoring

1. Overview Of Project Monitoring
2. Creating A Baseline
3. Getting Microsoft Project To Update Progress
4. Manually Updating Task Progress
5. Entering Delayed Tasks
6. Tracking Actuals On A Gantt Chart
7. Using The Tracking Box
8. Viewing Task Slippage
9. Project Monitoring Quick Reference

15. Printing

1. Overview Of Printing
2. Printing A Gantt Chart
3. Printing Sheet Views
4. Printing Jobs Lists
5. Printing Resources Lists
6. Printing Quick Reference.

