

## RM7PJI course syllabus

Title:	Project Management in Microsoft Office Project Professional 2007
Audience:	Program and project managers, planners and schedulers
Level:	Basic
Duration:	2 days
Prerequisite(s):	<ul style="list-style-type: none"><li>• project planning/management fundamentals (desirable)</li><li>• knowledge of Windows™</li></ul>

### Summary

This course provides hands on training for Microsoft Office Project Professional 2007, leading participants through the entire project life cycle, from planning to execution.

Topics include adding activities, assigning resources, and creating a baseline.

Participants also gain a thorough background in the concepts of planning and scheduling and all workshops and exercises focus on managing the schedule, resource and costs.

## Course Topics

At the completion of this course, delegates will be able to...

- set up the Microsoft Project environment
- enter and edit tasks and durations
- understand task types, task relationships and constraints
- work with Milestones
- create a Work Breakdown Structure
- understand alternative views
- work with resources
- apply resource costs
- create and modify calendars
- level resource over-allocations
- work with the Critical Path
- understand alternative charts
- baseline a plan
- track actual values against baseline values
- print a plan
- create and print reports
- work with multiple projects
- share resources across multiple plans