

Microsoft Project 2007

Duration - 2 days

Overview

This course is designed for project managers/planners wishing to deploy Microsoft Project as their planning software.

Prerequisites

A knowledge of project management/planning terminology is helpful, though not essential. A good command of basic Windows functions is essential.

Course Outline

Day 1

- Setting up the MS Project environment
- Entering and editing tasks and durations
- Task types, task relationships and constraints
- Working with Milestones
- Creating a Work Breakdown Structure
- Alternative views
- Working with resources
- Resource costs
- Creating and modifying calendars

Day 2

- Levelling resource overallocations
- Working with the Critical Path
- Alternative charts
- Baselining a plan
- Tracking actual against baseline
- Printing your plan
- Creating and printing reports
- Working with multiple projects
- Sharing resources across multiple plans