

Mastering Microsoft Project 2007

Description	<p>Learn to use this powerful tool to manage projects. Build plans, create resource-leveled schedules, establish baselines, produce status reports and make clear task assignments. Project managers and team leaders will learn the features of this tool while following a five-step planning. This presentation begins with the basic concepts and leads participants through all the functions they'll need to plan and manage a small to medium-sized project.</p> <p>The course is loaded with tips for making the most <u>practical</u> use of this tool!</p> <p>To get the most from any project management software, the user must understand the project management techniques upon which the software is based. This course presents the most popular project management software in the context of how a project manager will use it. Participants in this course learn the functions of the software and the project management concepts which make the software effective. This presentation begins with the basic concepts and leads participants through all the functions they'll need to plan and manage a small to medium-sized project, including how to level resources and capture both cost and schedule progress.</p>
Length	2 days (custom deliveries available with additional days)
Professional Development Units	12 contact hours
Prerequisites	None
Building Block For	<ul style="list-style-type: none">• Managing Projects Using Microsoft Project Server• Managing Projects and Portfolios Using Microsoft Project Server
Materials	Custom materials provided by Instructor.
Who Should Take This Course	<ul style="list-style-type: none">• Beginning project managers or team members.• Experienced project managers who want to know how to better use Microsoft Project to meet their project needs.• Project managers who need to incorporate the discipline of project management with Microsoft® Project software tools.
Rate	\$995 / person Discounts available for on-site classes or for multiple attendees



Course Objectives and Content

Objectives

Upon completion of this course, participants will be able to:

- Understand the discipline of project management as it applies to using Project.
- Create a Work Breakdown Structure
- Identify Task Relationships
- Define Resources within Project
- Make Work Package Estimates
- Create an Initial Schedule
- Create a Resource Leveled Schedule
- Manage and track the project through the software
- Format Output and Print Reports
- Integrate Multiple Projects.

Outline

This outline applies to courses for:

- Microsoft® Project 2000
- Microsoft® Project 2003
- Microsoft® Project 2007

1. Introduction

What's the value of project management software? How do you use the five-step planning model and the project lifecycle to ensure project success? How do you get a handle on the program's navigation, buttons, tool bar and views?

2. Setting up a new project

Introducing the project calendar. How to change work time and use project statistics.

3. Building a work breakdown structure (WBS)

What is a WBS? How to get a grip on tasks, summary tasks and milestones. What's the difference between WBS numbering and outline numbering? How do you evaluate the WBS?

4. Establish task relationships

Introducing task dependencies, networks and PERT charts. What are lag, lead and delay? How to format the network diagram.

5. Making work package estimates

How to create duration estimates and effort driven schedules. Introducing effort and task types.

6. Creating an initial schedule



The Solarity Group

888-272-4494

www.solarity.com

info@solarity.com

Mastering Microsoft Project 2007

20090102

How to use critical path analysis to create a schedule. What are scheduling constraints? How do you “crash” a schedule?

7. Assigning and leveling resources

How do you define resources? What is realistic resource planning? How to level resources in Microsoft® Project.

8. Managing the Project

How to track field definitions, create a project baseline and enter actual performance data. Introducing the project Gantt. How to split tasks and reschedule work.

9. Formatting output and printing reports

How do you use the Gantt wizard? Standard versus custom reports. How do you manage and integrate multiple project?

Note: Custom classes and consulting are available upon request to provide additional information, or to create custom templates and attributes for your SharePoint site.

