

Training Course Specification

Course: Microsoft Project 2007 Level 2

Duration: One-Day

COURSE OBJECTIVES: This course builds on the fundamentals of project management using MS Project, covering the more advanced features of the application

WHO SHOULD ATTEND: Users of MS Project who want to take a lead role in using this application as the main tool for tracking a project or combined projects.

EXPERIENCE NEEDED: Delegates should ideally have sat the Introduction course but in any case they should have a reasonable grasp of the fundamentals of MS Project.

COURSE CONTENTS:

1: Managing the Project with Views and diagrams

- Using and Customising Gantt Charts
- Using Network Diagrams
- Elements of the Network Diagram
- Setting Network Diagram Views
- The Network Diagram in a combination view
- More about Tables
- Applying Filters
- Working with Tables and Filters
- WBS Codes and Viewing a WBS
- Custom WBS Codes
- Changing WBS Codes

2: Updating and Examining the Project

- Updating Tasks with Task Views
- Adding New Tasks on the fly
- Tracking and Updating Tasks Effectively
- Editing Task Details
- Modify Tasks Using XP Smart Tag Feature
- Using the Project Guide to set up Tracking
- The Cost Factor
- Cost Accrual Options
- Examining the Cost Factor
- Viewing Cost Totals for Resources & Tasks
- Tracking Progress
- The Interim Plan
- The Gantt Chart and the Critical Path
- Updating the Project
- Viewing Progress
- Updating Baselines and Interim Plans

3: Printing and Reporting

- Page Setup and Gantt Settings
- Printing Charts, Forms and Sheets
- Reports Setup
- Use the Project Guide to summarise and report
- Print a view
- What You Can Print
- Reports by Report Type

4: Multiple Projects and Resource Sharing

- The Resource Pool
- Practical; Create a Resource Pool
- Updating the Resource Pool
- Managing Resource Pool Assignments
- Adding Sub Projects
- Insert subprojects into a master project
- Consolidating Projects
- The Organizer
- Compare Project Versions