

Microsoft Project 2007 Basics

***PDU*s – 6.5**
***CEU*s - 0.70**

PMI's Certification Breakdown
PMP - 6.50

PMI's Talent Triangle Breakdown
Technical - 6.50

Course Description: This course will focus on helping individuals who use Microsoft Office Project Professional 2007. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

Method of teaching: Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that you must complete the course within 60 days.

Course Objectives:

Objective 1: Create a Project Plan File

- Create and Assign a Project Calendar
- Examine how to add Tasks to the Project Plan File
- Examine how to add a Project Summary Task
- Examine how to add a Recurring Task
- Examine how to enter Task Duration Estimates
- Create a Work Breakdown Structure (WBS)
- Examine how to outline WBS Tasks
- Examine how to link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Examine how to constrain WBS Tasks
- Examine how to set a Task Deadline

Objective 2: Examine how to input Project

Resources and Costs

- Create a Resource Calendar
- Examine how to assign Resources
- Examine how to assign Additional Resources to a Task
- Examine how to resolve Resource Conflicts

Objective 3: Analyze the Critical Path

- Discuss how to shorten the Project Duration
- Examine how to save a Baseline
- Examine how to display Project Summary Information
- Examine how to finalize the Project Plan