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Learning Solutions



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Establishing a Project Management Foundation Using Microsoft Office Project 2007

Software: Microsoft Office Project 2007

MOC Course#: 50268

Course length: 2.0 day(s)

Tuition: \$570

Course Description: This two-day course delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Office Project 2007, and prepares you for the Managing Enterprise Projects using Microsoft Office Project Server 2007 course. Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. This course also teaches you how to use all of the new features included in the software. Framed around PMI's project life cycle, the course content is methodology-agnostic and focuses on hands-on learning methods.

Course Objective: Everyone who manages projects using Microsoft Office Project 2007 should take this course, whether in an enterprise or desktop-only environment. We target this course at the needs of full-time project managers, as well as those who function as project schedulers or project support technicians.

After completing this course, you will be able to:

- Describe the stages of the project management process
- Understand the Microsoft Project user interface
- Understand the Microsoft Project Data Model as it relates to Views, Tables, Filters, and Groups
- Define a new project
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- Save a baseline for project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies and rebaseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio

Prerequisites: Although not required, it is helpful for students to have hands-on project management experience or a high-level understanding of project management principles.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.