

Training Course Specification

Course: **Microsoft Project 2007; Level 1**

Duration: **Approx 25 Hours**

COURSE OBJECTIVES: This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project

WHO SHOULD STUDY: Anyone who wants to learn to use MS project as the tool for them and their team.

EXPERIENCE NEEDED: No previous experience of MS Project is required for this course although familiarity with the Windows operating system and with using a mouse are both essential.

COURSE CONTENTS:

1: Project Management

- Special Note about PERT Charts and Network Diagrams
- Microsoft Project
- Project 2007 Standard Vs Professional
- Microsoft Project Web Access
- Understanding Project Management
- MS Project Terminology
- Starting MS Project
- MS Project- The Screen
- Elements of the Default View
- The Project Guide
- Views and Tables
- The Tracking Gantt View
- MS Project - Menus
- MS Project - The Toolbars
- Loading and Viewing a Project
- Project 2007 - Operational Basics
- A Work Breakdown Structure (WBS)

3: Task Entry and Task Linking

- Project Guide Wizards
- Exercise; Create a Project
- Entering Tasks
- The Task Entry Form
- Exercise; Add Tasks to your Project
- Linking Tasks
- The Outlining View
- Defining the Summary Tasks
- Starting and finishing tasks on time
- Create deadlines and constraints for tasks
- Other Methods of Adding Tasks

2: Planning the Project

- Defining the Project
- Complete the Project Definition
- Project Planning
- Complete the Project Plan
- Where to Begin with MS Project
- Exercise; Viewing with the Network Diagram
- The Calendars of working/non-working time
- Creating a New Base Calendar
- Save the New Project File
- Ending a Project Session

4: Resources and Resource Entry

- Assigning Resources to tasks
- The Resource Sheet
- Assigning Material Resources
- Multiple Calendars
- Set Resource availability
- Assign Resources
- Modifying Resource Allocation
- Editing Resource Information
- The AutoCorrect Feature
- Quick Reference of shortcuts

Related Courses: ***Microsoft Project 2007; Level 2***