

# IT Training Course

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## ***Training Course Specification***

**Course:** **Microsoft Project 2007 Level 2**

**Duration:** **Approx 25 Hours**

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

Exercises; Preparing a project for analysis and tracking  
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  
Exercises; Updating Tasks  
Editing Task Details  
Modifying Tasks Using the 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 and 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