

Microsoft® Office Project 2007 Course

Presented by AUM Advanced Training Group Ma, 8:30-3:30 each day

March 15-17, 18 contact hours, 18 PDUs for PMPs

List price \$599, PMI member price \$549.

Call 334-244-3080 to enroll.

Course Objective: In this hands-on course, you will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

Target Student: This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage these project plans.

The student receives 2 course manuals. The outline of each is listed below. Each student also receives a list of MS Project Best Practices.

Course Content – manual 1

Lesson 1: Getting Started with Microsoft Project

Topic 1A: Explore the Microsoft Project 2007 Environment

Topic 1B: Display an Existing Project Plan in Different Views

Lesson 2: Creating a Project Plan

Topic 2A: Create a New Project Plan

Topic 2B: Assign a Project Calendar

Topic 2C: Add Tasks to the Project Plan

Topic 2D: Enter the Task Duration Estimates

Topic 2E: Add Resources in the Project Plan

Lesson 3: Managing Tasks in a Project Plan

Topic 3A: Outline Tasks

Topic 3B: Add a Recurring Task

Topic 3C: Link Dependant Tasks

Topic 3D: Set a Constraint to a Task

Topic 3E: Set a Task Deadline

Topic 3F: Add Notes to a Task

Lesson 4: Managing Resources in a Project Plan

Topic 4A: Create a Resource Calendar

Topic 4B: Assign Resources to Tasks

Topic 4C: Assign Additional Resources to a Task

Topic 4D: Enter Costs for Resources

Topic 4E: Enter Values for Budget Resources

Topic 4F: Resolve Resource Conflicts

Course Content - manual 2

Lesson 1: Exchanging Project Plan Data with Other Applications

- Topic 1A: Import Project Information
- Topic 1B: Export Project Plan Data into Excel
- Topic 1C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

- Topic 2A: Enter Task Progress
- Topic 2B: Enter Overtime Work
- Topic 2C: Split a Task
- Topic 2D: Reschedule a Task
- Topic 2E: Filter Tasks
- Topic 2F: Set an Interim Plan
- Topic 2G: Create a Custom Table
- Topic 2H: Create a Custom Report

Lesson 3: Managing Project Costs

- Topic 3A: Update Cost Rate Tables
- Topic 3B: Group Costs
- Topic 3C: Link Documents to a Project Plan

Lesson 4: Reporting Project Data Visually

- Topic 4A: Create a Visual Report
- Topic 4B: Customize a Visual Report
- Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

- Topic 5A: Create a Project Plan Template
- Topic 5B: Create a Custom View
- Topic 5C: Make Custom Views Available to Other Project Plans
- Topic 5D: Share Resources
- Topic 5E: Create a Master Project