

**AUM Advanced Training Group**

**Call 334-244-3080 to enroll**

**MS Project 2007 Introduction**

**LENGTH:** 18 CONTACT HOURS, 18 PDUs

**CREDIT:** 1.8 CEU's

**List Price:** \$599

**PMI Member Price:** \$480

<b>Begin Date</b>	<b>End Date</b>	<b>Start Time</b>	<b>Type</b>	<b>Est. Cost</b>
8/24/2009	8/26/2009	8:30	Day	\$599

**COURSE DESCRIPTION:**

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. In this 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. This course will also give you the opportunity to work with a project plan once it reaches the project implementation phase. You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information.

**PREREQUISTE SKILLS:**

Students enrolled for this course should have the following: an understanding of project management concepts, knowledge of the Windows XP operating system, and a basic knowledge of Microsoft Word and Microsoft Excel.

**CONTENTS:**

- Getting Started with Microsoft Project
- Creating a Project Plan
- Managing Tasks in a Project Plan
- Managing Resources in a Project Plan
- Finalizing the Project Plan
- Exchanging Project Plan Data with Other Applications
- Updating a Project Plan
- Managing Project Costs
- Reporting Project Data Visually
- Reusing Project Plan Information