



Microsoft Office Project 2007, Managing Projects

Days: 3
Format: Instructor-Led
Class Code 5927
Certification Exams:
Certification Track:

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This is the first course in the Microsoft Office Project 2007 Official Curriculum series and will serve as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft EPM 2007 Solution.

Target Student:

This course is intended for both novice and experienced project managers and schedulers. These individuals would be involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of MS Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

At Course Completion:

After completing this course, students will be able to:

- Get started with Microsoft Office Project 2007.
- Create and define projects.
- Work with estimates and dependencies
- Work with deadlines, constraints, and task calendars
- Work with resources.
- Predict behavior by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress.
- Create project reports, which analyze project, resource, and task data.
- Manage multiple projects.

Prerequisites:

- Experience using Microsoft Office Project to create project schedules.
- Fundamental knowledge of project management.
- Experience with the Microsoft Windows XP or Windows Vista™ operating system.
- Experience with Microsoft Office Excel 2003.

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Course Outline

Module 1: Getting Started with Microsoft Office Project 2007

This module provides an overview of Microsoft Office Project 2007 and project management concepts. It explains how to use the desktop interface and how to work with various file types. It also illustrates how to receive help and advice while working with Office Project 2007.

Lessons	
■	Understanding the Nature of Projects
■	Discovering Project 2007
■	Understanding Project 2007 File Types
■	Navigating the Project 2007 Interface
■	Getting Help and Guidance
■	Configuring Options

Module 2: Creating and Defining Projects

This module explains how to create new projects, how to define appropriate options, and how to enter, organize, and outline the task list. It also explores ways to import data from other sources and provides guidance on configuring the corporate calendar.

Lessons	
■	Creating and Saving Projects
■	Defining Properties and Options
■	Creating and Organizing the Task List
■	Importing Data
■	Modifying and Applying Calendars
■	Setting Scheduling Options
Lab : Creating and Defining Projects	
■	Entering Project and File Properties
■	Setting Appropriate Schedule Options
■	Setting Corporate Holidays
■	Importing Data from Office Excel
■	Update a Task List
■	Creating a Multilevel Outline

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Module 3: Working with Estimates and Dependencies

This module explains the techniques for estimating tasks and how to generate a dynamic schedule by creating dependencies between tasks. Various linking and unlinking techniques will be explored in multiple views and link types will be modified to reflect real-world scenarios.

Lessons
<ul style="list-style-type: none">■ Entering Task Estimates■ Using A PERT Analysis to Estimate Task Duration■ Linking and Unlinking Tasks by Using the Gantt Chart View■ Linking and Unlinking Tasks by Using the Network Diagram View■ Adding Lag or Lead Time to a Linked Task
Lab : Working with Estimates and Dependencies
<ul style="list-style-type: none">■ Entering a Duration or Work Estimate■ Creating Links Between Tasks■ Adding Lag or Lead Times■ Displaying Links in Network Diagram View

Module 4: Working with Deadlines, Constraints, and Task Calendars

This module explains how to incorporate restrictions in a schedule through the use of deadlines and constraints. Displaying, reading, and analyzing the critical path will be discussed, along with how to use task drivers in the analysis. Task calendars will be presented as a technique to get a schedule back in line with a deadline or constraint.

Lessons
<ul style="list-style-type: none">■ Introducing Deadlines, Constraints, and Task Calendars■ Creating and Modifying Deadlines■ Creating and Modifying Constraints■ Creating and Modifying Task Calendars■ Identifying Critical Tasks■ Working with Task Driver
Lab : Working with Deadlines, Constraints, and Task Calendars
<ul style="list-style-type: none">■ Displaying the Critical Path■ Setting a Deadline■ Setting a Constraint■ Responding to Situations Triggered by Deadlines and Constraints■ Creating and Apply a Task Calendar to Meet a Deadline■ Finding and Removing Constraints in a Schedule

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Module 5: Working With Resources

This module explains the various types of resources that are needed on a schedule, how to enter the resource list, and how to assign resources to tasks. Changes to the project team will be implemented by modifying resource assignments. Various types of costs will also be covered including resource costs, task costs, and project budgets.

Lessons
<ul style="list-style-type: none">■ Introducing Resources, Assignments, and Budgeting■ Adding Resources to the Resource Sheet■ Creating and Modifying Resource Assignments■ Entering Project Budgets
Lab : Working with Resources
<ul style="list-style-type: none">■ Adding Resources to the Resource Sheet View■ Creating and Modifying Resource Assignments■ Entering Project Costs and Project Budgets

Module 6: Predicting Behavior by Using Task Types and the Scheduling Formula

This module explains the scheduling formula and how the variables duration, work, and units interact. It also illustrates how recalculations occur when variables are changed. This module explains recommended procedures on changing task types and changing variables for various situations.

Lessons
<ul style="list-style-type: none">■ Using Task Types and the Scheduling Formula■ Changing Variables and Predicting Behavior■ Applying Task Types to Produce Predictable Behavior■ Special Situations with Effort-Driven Scheduling
Lab : Understanding Task Types and the Scheduling Formula
<ul style="list-style-type: none">■ Identifying the Fixed Variable in a Task and How It Affects the Scheduling Formula■ Making Decisions about Task Type and Effort-Driven Settings■ Predicting the Scheduling Formula When Changing Variables

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Module 7: Customizing and Formatting

This module explains how to format text, bars, and other screen elements. Custom objects will be created including templates, calendars, fields, tables, filters, groups, and views. This module also illustrates use of the Organizer to transfer custom objects to other files.

Lessons
<ul style="list-style-type: none">■ Formatting Screen Elements■ Creating and Modifying Templates■ Creating and Modifying Fields, Tables, and Formulas■ Creating and Modifying Filters and Groups■ Creating and Modifying Custom Views
Lab : Customizing and Formatting
<ul style="list-style-type: none">■ Modifying a Template to Include Corporate Standards■ Creating Simple and Complex Custom Fields■ Populating a New Table with Existing and Custom Fields■ Developing a New Filter And Group■ Moving an Object from a Project to the Global.mpp File

Module 8: Analyzing Resource Utilization

This module explains techniques for manipulating views to display resource allocation and how to identify causes of resource over allocation. Various options for managing limited resources will be explored. In addition, several techniques for solving over allocated resources will be explained, including the leveling feature.

Lessons
<ul style="list-style-type: none">■ Introducing Resource Utilization Concepts■ Viewing Resource Assignments, Allocation, and Utilization■ Managing Resource Availability■ Optimizing and Leveling Resource Assignments
Lab : Analyzing Resource Utilization
<ul style="list-style-type: none">■ Reading and Interpreting Resource Allocation Views■ Changing Resource Availability and Interpreting Results■ Identifying and Correcting Causes of Resource Over allocation

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Module 9: Tracking Progress

This module explains how to manage updates to a schedule by saving baselines and tracking duration, work, and cost updates. Comparison between expected and actual results will be illustrated with various views that display variance. In addition, this module provides guidelines on how to troubleshoot a schedule and how to get a troubled schedule back on track.

Lessons
<ul style="list-style-type: none">■ Working With Baselines■ Entering Duration Updates■ Entering Work Updates■ Entering Cost Updates■ Discovering Variances■ Troubleshooting and Getting Back on Track
Lab : Tracking Progress
<ul style="list-style-type: none">■ Setting and Revising a Baseline■ Entering Actual Results Updates for Tasks and Resources■ Controlling Projects by Finding Variance and Suggesting Corrective Action■ Applying Techniques to Shorten Duration, Reduce Work, and Reduce Cost

Module 10: Creating Reports

This module explains how to configure views for printing and how to generate standard and visual reports. Customizations to printouts and modifications to existing reports will also be covered. This module will explain how to export data and explore techniques for solving printing issues.

Lessons
<ul style="list-style-type: none">■ Selecting, Editing, and Creating Basic Reports■ Configuring Print and Page Setup Options■ Setting Options to Correct Printing Issues■ Exporting Reporting Data■ Creating and Modifying Visual Reports
Lab : Creating Reports
<ul style="list-style-type: none">■ Applying Solutions to Various Printing Scenarios■ Running Basic Reports That Summarize Data by Project, by Resource, by Task, or by Cost■ Developing a New Basic Report■ Exporting Data by Using a Custom Map to Merge with Data in an Existing Excel Spreadsheet■ Running Visual Reports That Summarize Data by Project, by Resource, by Task, or by Cost■ Developing a New Visual Report Template

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Module 11: Managing Multiple Projects

This module explains how to create and manage multiple projects. It will cover links and the critical path across multiple projects. It also discusses how to create and use a shared resource pool and how to view resource allocation across multiple projects.

Lessons
<ul style="list-style-type: none">■ Introducing Management of Multiple Projects■ Creating Master Projects■ Creating Links Between Projects■ Calculating Single or Multiple Critical Paths■ Saving and Opening Multiple Projects■ Sharing Resources and Analyzing Resource Utilization Across Multiple Projects
Lab : Managing Multiple Projects
<ul style="list-style-type: none">■ Inserting Subprojects into a Master Project■ Creating Links Across Projects and Managing Changes to Linked Tasks■ Displaying the Critical Path in a Master Project■ Creating and Sharing a Resource Pool■ Reading and Interpreting Resource Usage Across Multiple Projects