



**CTREC
HILTON**
IT ACADEMY

BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code: PR07-1

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Microsoft Office Project 2007: Level 1

Course Description:

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft® Office Project Professional 2007 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan.

Course Objective:

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.

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.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance Base objectives:

Upon successful completion of this course, students will be able to:

- Explore the Microsoft Office Project environment and the various views in which you can survey a project file.
- Create a new project plan.
- Manage tasks by organizing them and setting task relationships.
- Manage resources for a project.
- Finalize the project plan.

Microsoft Office Project 2007 Level 1

Course Outline

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| Lesson 1: Getting Started with Microsoft Project |
| <ul style="list-style-type: none">■ Topic 1A: Explore the Microsoft Project 2007 Environment■ Topic 1B: Display an Existing Project Plan in Different Views |
| Lesson 2: Creating a Project Plan |
| <ul style="list-style-type: none">■ 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 |
| <ul style="list-style-type: none">■ 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 |
| <ul style="list-style-type: none">■ 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 |
| Lesson 5: Finalizing the Project Plan |
| <ul style="list-style-type: none">■ Topic 5A: Display the Critical Path■ Topic 5B: Shorten the Project Duration■ Topic 5C: Set a Baseline■ Topic 5D: Print a Project Summary Report |