

**Duration: 2 days**

**Contents :**

**Introduction to Project Management**

- Overview of Project Management
- Task or Activity breakdown (WBS) and Scheduling Theory

**Introduction to Microsoft Project 2007**

- The Project 2007 Environment
- Using the Main Menu, Default view
  - Using Task Panes
    - Using the Getting Started Pane
    - Using the New Project Pane
    - Using the Search Results Pane
    - Using the Project Help Pane
    - Using Microsoft Project Help
    - Accessing the Office Assistant
- Using the Toolbars
  - Using Toolbars
    - Using the Standard Toolbar
    - Using the Formatting Toolbar
    - Using the Project Guide
- Creating a new project
  - Utilizing File Properties
  - Inputting Start and Finish Dates
  - Setting up a Project Calendar
    - Making a New Calendar
    - Changing Calendar Options

**Creating Tasks and Task Management**

- Entering Tasks and Subtasks
- Entering Task Durations, Task Notes
- Adding Constraints
  - Using Deadlines
- Editing AND Deleting Tasks
- Moving Tasks – Indent and Outdent
- Establishing Dependencies
  - Using Finish-to-Start (FS) Dependencies
  - Using Start-to-Finish (SF) Dependencies
  - Using Start-to-Start (SS) Dependencies
  - Using Finish-to-Finish (FF) Dependencies
- Assigning Milestones

**Listing Resources and Task Allocation**

- Creating Resources
  - Entering Type, Group, Code
  - Setting Resource Calendar and time
  - Setting Resource Costs and Notes
- Assigning Resources to Tasks
- Resource Assignment to tasks

- Resource load analysis

### **Project Plan Formatting**

- USING THE Gantt chart VIEW – Default View
- Using other views
  - The Calendar View
  - Using the Network Diagram View
  - Using the Task Usage View
  - Using the Resource Graph View
  - Using the Resource Sheet View
- Formatting
  - Using Sort
  - Using Custom and advanced filter
  - Group by

### **Project Costs**

- Viewing Project Statistics

### **Project Tracking and monitoring**

- Critical Path analysis
- Setting baseline
- Adding columns to workspace – to view baseline values
- Updating with actual results
- Actual to Baseline comparison
- Updating variances to PSR (project status report)
- Using the Tracking Gantt View
- Using Gantt Chart Wizard

### **Reporting Options**

- Printing the project plan
- Page setup and formatting
- Using Standard reports
  - Using Overview Reports
  - Using Current Activity Reports
  - Using Cost Reports
  - Using Assignments Reports
  - Using Workload Reports
- Creating Custom Reports

### **Extra Features**

- Task and Task Relationships
  - Entering Recurring Tasks
  - Hard and Soft constraints – overruling the constraint
  - Review duration types
  - Setting task types
  - Task Dependencies (Relations)
  - Lead and Lag
  - Splitting Tasks
- Earned Value Management and populating EVM values

### **Coordinating multiple projects**

- Consolidating Projects

- Setting up to use consolidation
- Inserting multiple projects into a Master project
- Using inserted projects and their source files
  - Linking
  - Read-only
- Understanding consolidated projects and their dependencies
  - Linking tasks across projects
  - Viewing multiple projects and Critical Path across projects
  - Sharing resources among projects