

Project 2007

Introduction

Course Aims

This course will introduce new users to the concepts of Project and build the skills of current users.

Learning Outcomes

Upon completion of this course the participant will be able to:

- define Project goals
- allocate tasks
- assign resources and costs
- control and track progress of Project
- print the Project
- customise Project

Training Method

Training is conducted by professional trainers, using hands on exercises and user practise to consolidate concepts.

Prerequisite

Windows Getting Started course or equivalent. Participants must have good mouse skills. It is an advantage if you have used other Windows based applications and know how to use menus, toolbars and other typical screen components. Experience with Microsoft Excel, Word or Access is an advantage.

Course Content

Project Basics

- Starting Project
- Parts of the Screen
- Working with Views and Tables
- The Gantt and Pert Chart
- Using the Toolbars
- Getting Help

Project Management

- Tasks and Resources
- Steps in Project Management
- Project Management Tools

Creating a Project

- Defining Initial Goals
- Changing Options
- Changing Working Times
- Entering Task Information
- Entering Duration Details
- Displaying Critical Tasks
- Entering Milestones

Working With Tasks

- Adjusting the Timescale
- Displaying Non Working Days
- Displaying Task Information
- Establishing Relationships Between Tasks
- Entering Relationships
- Understanding Critical Path
- Lag and Lead Times
- Outlining
- Constraints

Arranging Tasks

- Filtering Tasks
- Creating your Own Tables
- Custom Filters

Assigning Resources

- Project Calculation Methodologies
- Resource Driven Scheduling
- Fixed Duration Scheduling
- Resource Pool
- Assigning Resources to Tasks
- Contouring Resource Usage
- Resource Allocation Problems
- Correcting Scheduling Problems
- Resource Levelling

Project Costs and Constraints

- Resource, Variable and Fixed Costs
- Assigning Costs to Tasks and Resources
- Multiple Cost Rate Tables

Controlling & Tracking Progress

- Understanding Planning
- Creating a Baseline Plan
- Updating the Schedule with Actuals
- Comparing Performance
- Getting Back on Track

Printing

Multiple Projects

- Sharing Resources
- Managing Master and Sub Projects