

## Microsoft 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.

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.

### 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.

### *Upon successful completion of this course, participants will be able to:*

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

### Recommended Prerequisites:

Students enrolled for this course should have the following:

- An understanding of project management concepts
- Knowledge of a Windows operating system
- A basic knowledge of Microsoft Word and Microsoft Excel

**Course Duration:** 7 hours

**Course Cap:** 14 participants

## Course Content

### Getting Started with Microsoft Project

- Explore the Microsoft Project 2007 Environment
- Display an Existing Project Plan in Different Views

### Creating a Project Plan

- Create a New Project Plan
- Assign a Project Calendar
- Add Tasks to the Project Plan
- Enter the Task Duration Estimates
- Add Resources in the Project Plan

### Managing Tasks in a Project Plan

- Outline Tasks
- Add a Recurring Task
- Link Dependent Tasks
- Set a Constraint to a Task
- Set a Task Deadline
- Add Notes to a Task

### Managing Resources in a Project Plan

- Create a Resource Calendar
- Assign Resources to Tasks
- Assign Additional Resources to a Task
- Enter Costs for Resources
- Enter Values for Budget Resources
- Resolve Resource Conflicts

### Finalizing the Project Plan

- Display the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Print a Project Summary Report

\*\*All course information has been obtained directly from the Element K website at [www.elementk.com](http://www.elementk.com)