

Course ID

**M-PROJ07L1**

Course Duration

**1 day**

Course Title

**Microsoft® Office Project 2007: Level 1**

**Related Courses**

- Microsoft Project 2003: Level 2 (M-PROJ07L2, 1 day)

**Aimed At**

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.

**Group Size**

5-15

**Prerequisites**

- An understanding of project management concepts.
- Knowledge of a Windows operating system, either Windows XP or Windows Vista.

The following would be helpful, but are not required:

- Microsoft Office Excel 2007: Level 1 (M-EXCEL07L1, 1 day)
- Microsoft Office Word 2007: Level 1 (M-WORD07L1, 1 day)

**Course in a Nutshell**

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.

**Customize It!**

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

**Learn How To**

You will learn to 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.

**Course**

**Lesson 1: Getting Started with Microsoft Project**

**Outline**

- Topic 1A: Explore the Microsoft Project 2007 Environment
- Topic 1B: Display an Existing Project Plan in Different Views

**Lesson 2: Creating a Project Plan**

- 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**

- 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**

- 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**

- Topic 5A: Display the Critical Path
- Topic 5B: Shorten the Project Duration
- Topic 5C: Set a Baseline
- Topic 5D: Print a Project Summary Report

**How You Will  
Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.