

Microsoft Project 2007 Basics

*PDU*s – 6.5

Course Description: This one-day course is focused on helping individuals who use Microsoft Office Project Professional 2007. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

Method of teaching: *Students will learn tips, techniques and processes through webinars, which can be accessed 24/7 and completed at their own pace. Remember, though, that this course must be finished in 60 days.*

Course Objectives:

- Create a Project Plan File
- Create and Assign a Project Calendar
- Add Tasks to the Project Plan File
- Add a Project Summary Task
- Add a Recurring Task
- Enter Task Duration Estimates
- Create a Work Breakdown Structure (WBS)
- Outline WBS Tasks
- Link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Constrain WBS Tasks
- Set a Task Deadline
- Input Project Resources and Costs
- Create a Resource Calendar
- Assign Resources
- Assign Additional Resources to a Task
- Resolve Resource Conflicts
- View the Critical Path
- Shorten the Project Duration
- Save a Baseline
- Display Project Summary Information
- Finalize the Project Plan