

➤ **PM007 - Microsoft Project® 2007 Boot Camp (1 Day)**

Course Description

This course is for individuals who will use Microsoft Project® 2007 as a tool to assist them in managing project schedules. The topics in this course cover the critical skills necessary to create and modify a project Schedule that contains tasks, resources, resource assignments & costs, baseline the project and start to add actual execution data.

Finally ... a course that steps you through the essential best practices!

Course Objectives

Creating a Work Breakdown Structure

- Create WBS Summary Tasks
- Identify Deliverables in the Schedule File

Creating a Project Schedule File

- Create a Project Schedule File
- Complete the Project Properties
- Complete the Project Information
- Assign & Customize a Calendar
- Display the Summary Task

Add Activity Tasks

- Effort Driven Scheduling
- Add Tasks to the Schedule File
- Add a Recurring Task
- Add Fixed Duration Tasks
- Split a Task; Link Dependent Tasks
- Constrain Tasks
- Set a Task Deadline
- Set Lags/Leads
- Set Milestones in the Schedule

Assigning Resources & Costs

- Create Resources
- Material, Work & Fixed Costs
- Create a Resource Calendar
- Assign Resources
- Resolve Resource Conflicts

Finalizing the Project Schedule

- View the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Display Summary Information

View and Print the Schedule

- Exploring Views of the Schedule
- Printing views of the Schedule
- Print Standard Reports

Tracking a Project Schedule

- Enter Task Progress Information
- View Task Progress
- Reschedule a Task
- Filter Tasks in a Project Schedule
- Save an Interim Project Schedule
- Make changes to a Schedule
- Re-Baseline a Project Schedule
- Tracking Project Progress

Create a Custom Report

- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks
- Create a Custom Report
- Modify a Header and Footer
- Add a Picture to a Report
- Modify a Report's Margins
- Print a Custom Report

Re-using Schedule Information

- Create a Schedule Template
- Create a Combination View
- Make Custom Views Available
- Share Resources
- Create a Master Project Schedule