

# MS Project 2007 Intro/Intermediate



Duration **2 Days** Course Code: **WPP600**

*This two-day workshop has been designed as a practical "hands-on" introduction to the concepts of Project 2007, Microsoft's Project management and planning tool.*

## Learning Outcomes

By the end of this course students will be able to create and manage a project plan incorporating tasks, relationships, resource pools, understand resource assignment concepts, level over allocated resources, enter a wide range of costs into a project, set constraints and deadlines, monitor, track and print reports from a Project.

## Prerequisites

This course is designed for students with a little or no knowledge of Project. Basic computer awareness skills are however essential.

## Microsoft Project Basics

- An Overview of Microsoft Project
- Working with Views and Combination Views
- Working with Tables
- Understanding Gantt Chart View
- Working with Toolbars and Menus
- Using Existing Project Files

## Creating a New Project

- Understanding your Project
- Changing Time/Units Options
- Pitfalls in Changing Options
- Understanding Working Time
- Using Calendars and Modifying Standards
- Specifying Holidays
- Creating a New Calendar
- Specifying Project Summary Information
- Project File Properties

## Project Management

- Tasks and Resources
- The Importance of Planning
- Steps in Project Management
- Project Management Tools
- Advantages/Disadvantages of MS Project

## Creating Tasks

- Reviewing a Project
- Entering Tasks
- Creating Summary Tasks
- Navigating around a Sheet
- Using Summary Tasks

## Task Durations

- Entering Task Durations
- Displaying Critical Tasks
- Checking Project Status
- Understanding Project Slack
- Entering Milestones

## Creating Relationships

- Using the Case Study
- Linking Tasks
- Creating Links from Task Entry
- Using Task Information for Relationships
- Creating Relationships in a Sheet View
- Staying on Schedule using Relationships
- Entering Lag Time
- Entering Lead Time

## Resourcing a Project

- Creating a Resource Pool
- Entering Materials
- Assigning Calendars Resources
- Adjusting Resource Information
- Changing the Unit Display

## Assignment Concepts

- Understanding Resource Assignment
- Project's Calculation Methodologies
- Understanding Effort
- Creating Simple Assignments
- Understanding Task Types
- Working with Fixed Unit/Fixed Duration Assignments
- Using Fixed Work Assignments
- Working with the Driver Resource
- Understanding/Disabling Effort Driven Resourcing

## Assigning Resources

- Assigning Resources using Task Entry View
- Assigning Part Time Resources
- Contouring Resource Usage
- Assigning Specific Work Times
- Problem Assignments
- Assigning Resources through Task Information or a Sheet
- Assigning Resources you don't have

## Resource Levelling

- Creating Resource Chaos
- Tracking Down Over Allocations
- Changing Work Effort
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

## Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Resources
- Adding Variable Usage Materials
- Adding to a Material Assignment
- Checking Material Quantities

## Working with Costs

- Reviewing the Current Cost Status
- Variable Resource Costs
- Assigning Daily Costs for Equipment Hire
- Assigning Fixed Costs to a Resource or Task
- Assigning Material Costs
- Using Multiple Cost Tables
- Changing Resource Rates during a Project
- Viewing Project Costs

## Constraints and Deadlines

- Adding Constraints
- Using Elapsed Time to Resolve Conflicts
- Creating Deadlines

## Project Monitoring

- Creating a Baseline
- Getting Project to Update Progress
- Manually Updating Task Progress
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart
- Using the Tracking Box
- Viewing Task Slippage

## Printing your Project

- Printing a Gantt Chart
- Printing Sheets View
- Printing a Jobs List
- Printing Resource Lists
- Printing Quick Reference