



Microsoft Project 2007

Course Aims

This course introduces the basic skills necessary for using MS Project 2007.

It includes learning project basics, work with tasks, making adjustments to tasks, outlining tasks, working with views and working with resources. It also includes tasks such as working with calendars, adjusting resources, assigning costs, working with the critical path.

Trainees will also learn how to customize project information, filtering/sorting/grouping information, using more customization features, working with baselines, tracking your progress, evaluating and distributing data. Some lessons include finalizing a project, working with multiple projects, working with resource pools, importing and exporting data, working with graphics and web pages.

Pre-requisites

An understanding of Windows / MS Project 98 to 2003 will be an added advantage

Level	Duration	Time
Basic & Intermediate	4 Days / 30 Hours	9:00 am to 5:30 pm

Part 1: Managing a Simple Project

Module 1. Getting Started with Project

- Managing Your Projects with Project
- Starting Project Standard
- Starting Project Professional
- Exploring Views
- Exploring Reports
- Creating a New Project Plan
- Setting Nonworking Days
- Entering Project Properties

Module 2. Creating a Task List

- Entering Tasks
- Estimating Durations
- Entering a Milestone
- Organizing Tasks into Phases
- Linking Tasks
- Documenting Tasks
- Checking the Plan's Duration

Module 3. Setting Up Resources

- Setting Up People Resources
- Setting Up Equipment Resources
- Setting Up Material Resources
- Setting Up Cost Resources
- Entering Resource Pay Rates
- Adjusting Working Time for Individual Resources
- Documenting Resources

Module 4. Assigning Resources to Tasks

- Assigning Work Resources to Tasks
- Assigning Additional Resources to a Task
- Assigning Material Resources to Tasks
- Assigning Cost Resources to Tasks

Module 5. Formatting and Printing Your Plan

- Creating a Custom Gantt Chart View
- Drawing on a Gantt Chart
- Formatting Text in a View
- Formatting and Printing Reports

Module 6. Tracking Progress on Tasks

- Saving a Project Baseline
- Tracking a Project as Scheduled
- Entering a Task's Completion Percentage
- Entering Actual Values for Tasks

Part 2: Advanced Project Scheduling

Module 7. Fine-Tuning Task Details

- Adjusting Task Relationships
- Setting Task Constraints
- Viewing the Project's Critical Path
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting Up a Recurring Task

Module 8. Fine-Tuning Resource and Assignment Details

- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Resource Availability to Apply at Different Times
- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Entering Material Resource Consumption Rates

Module 9. Fine-Tuning the Project Plan

- Examining Resource Allocations over Time
- Manually Resolving Resource Overallocations
- Leveling Overallocated Resources
- Examining Project Costs
- Checking the Project's Finish Date

Module 10. Organizing and Formatting Project Details

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Customizing Views

Module 11. Printing Project Information

- Printing Your Project Plan
- Printing Views
- Printing Reports

Module 12. Sharing Project Information with Other Programs

- Copying and Pasting with Project
- Opening Other File Formats in Project

Managing Projects Identifying Organizing And Estimating Technology In Business

Christian Drosten



Managing Projects Identifying Organizing And Estimating Technology In Business:

Project Management Jack R. Meredith, Scott M. Shafer, Samuel J. Mantel, Jr., 2017-10-30 Projects continue to grow larger increasingly strategic and more complex with greater collaboration instant feedback specialization and an ever expanding list of stakeholders Now more than ever effective project management is critical for the success of any deliverable and the demand for qualified Project Managers has leapt into nearly all sectors Project Management provides a robust grounding in essentials of the field using a managerial approach to both fundamental concepts and real world practice Designed for business students this text follows the project life cycle from beginning to end to demonstrate what successful project management looks like on the ground Expert discussion details specific techniques and applications while guiding students through the diverse skill set required to select initiate execute and evaluate today's projects Insightful coverage of change management provides clear guidance on handling the organizational interpersonal economic and technical glitches that can derail any project while in depth cases and real world examples illustrate essential concepts in action

Nuclear Decommissioning Case Studies: Organization and Management, Economics, and Staying in Business Michele Laraia, 2023-01-11 Nuclear Decommissioning Case Studies Organization and Management Economics and Staying in Business is the fifth volume in Michele Laraia's series which presents a selection of global case studies on different aspects of nuclear decommissioning This volume focuses on organization economics and performance experience offering the reader guidance on project management staffing costs and funding and training It guides those responsible for the planning and implementation of nuclear decommissioning to ensure thorough and reliable applications Decommissioning experts including regulators operating organizations waste managers researchers and academics will find this book to be suitable supplementary material to reference works on the theory and applications of nuclear decommissioning Readers will obtain an understanding of many key case studies including what happened and what they can learn from the events quoted to help supplement solidify and strengthen their understanding of the topic Presents a selection of global case studies which focus on organization economics and performance of nuclear decommissioning in relation to project and industry sustainability with a focus on management funding and training aspects Includes 100 case studies on project management costs and funding and teaching and learning Based on experience and lessons learned assists the reader in developing and implementing decommissioning plans while ensuring the availability of technical financial and human resources at all times

The National Guide to Educational Credit for Training Programs American Council on Education, 2005 Highlights over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies

Computerworld, 2007-01-15 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world

s largest global IT media network Systems Analysis and Design Alan Dennis, Barbara Wixom, David Tegarden, 2020-11-26

Systems Analysis and Design An Object Oriented Approach with UML Sixth Edition helps students develop the core skills required to plan design analyze and implement information systems Offering a practical hands on approach to the subject this textbook is designed to keep students focused on doing SAD rather than simply reading about it Each chapter describes a specific part of the SAD process providing clear instructions a detailed example and practice exercises Students are guided through the topics in the same order as professional analysts working on a typical real world project Now in its sixth edition this edition has been carefully updated to reflect current methods and practices in SAD and prepare students for their future roles as systems analysts Every essential area of systems analysis and design is clearly and thoroughly covered from project management to analysis and design modeling to construction installation and operations The textbook includes access to a range of teaching and learning resources and a running case study of a fictitious healthcare company that shows students how SAD concepts are applied in real life scenarios **Managing Business and Engineering Projects** John M. Nicholas, 1990 An overview of the concepts and technology of project management as they apply to a wide range of business and technical situations **Software Engineering Project Management** Richard H. Thayer, 1997-11-10 Introduction to management Software engineering process Software engineering project management Planning a software engineering project Software cost schedule and size Organizing a software engineering project Staffing a software engineering project Directing a software engineering project Controlling a software engineering project Software metrics and visibility of progress The silver bullets Appendix **Fifth Annual Workshop on Space Operations Applications and Research (SOAR '91)**, 1992 **Handbook of Data Center Management, 1998 Edition** Wayne C. Bradley, 1997-08-27

Managing Information Technology Edley Wainright Martin, 1994 Project Management for Information, Technology, Business, and Certification Gopal K. Kapur, 2005 For courses in Information Technology and Business This text supplies students with proven project management processes broadly tested techniques and solid approaches to the successful management of projects in varying sizes and degrees of complexity Individual steps demonstrate how a project manager effectively and efficiently navigates through the what when and how of work necessary to take a project from idea to execution and shows the important role disciplined project management plays in transforming corporate strategy into reality *Information Technology Project Management* Kathy Schwalbe, 2004 Every recent innovation in IT can be traced back to a project This title builds an unparalleled foundation for tomorrow s creators and managers by providing meaningful examples of real projects both successful and failed and applying the lessons to a sound framework in IT project management

Essentials of Management Information Systems Kenneth C. Laudon, Jane Price Laudon, 2003 Appropriate for both undergraduate and MBA students this textbook examines the role of information systems in business and management The authors describe the organizational and technical foundations of information systems decision support systems and the

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