MICROSOFT OFFICE FUNDAMENTALS

PM02.90A

Creating and maintaining project workplans and schedules are cumbersome and time consuming without the right tools. Microsoft Project has become the industry standard for automating this important project management activity because of its ease of use and integration with other Microsoft products. This course teaches the basic functions and features of Microsoft Project 2007 from creating and maintaining projects, resources and tasks and utilizing Work Breakdown Structures and Gantt Charts. Students will also learn how to manage their projects more effectively and resolve resource conflict through the use and creation of views and filters.

PREREQUISITES

- General understanding of project management principles

LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Open and close an existing project file and create and save a new project file
- Navigate different views and modifying schedules
- Create and modify a task list in the Gantt Chart view and create a Work Breakdown Structure
- Create task relationships through linking, adding predecessors, lead time and recurring tasks
- Assign resources to tasks
- Calculate and view the critical path
- Update and analyze project progress, work and status
- Create task calendars and use the Cost table in Gantt Chart view
- Work with Calendar and form views, and create and modify tables
- Use pre-defined and create customized filters and groups to sort task and resource data

WHO SHOULD ATTEND

- Project managers and team members that manage and work on projects
- Managers that manage project managers and monitor project status
- Clients, customers and all stakeholders that participate on projects

COURSE OUTLINE

- Project Navigation
- Scoping a Project
- Working with Task Relationships
- Resource and Cost Management
- Scheduling a Project
- Executing a Project

The class contains numerous exercises utilizing Microsoft Project 2007

CLASS LENGTH

- One day/ 8 PDUs