

# Project 2007 Introduction



Sutherland  
Computer  
Services

## Target audience

This course is intended for those who wish to learn how to schedule and manage projects using Microsoft Project 2007.

## Learning outcomes

This course covers all of the essential information required to create a reasonably complex project schedule

## The course will cover the following topics

### Project Basics

- Overview of Project
- The Project Screen
- Working with Views
- Working with Combination views
- Working with Tables
- Working with the Gantt Chart View
- Understanding Project Menus
- Understanding Toolbars
- Working with existing project files
- Exiting from Project

### Creating a new project

- New Project overview
- Understanding your project
- Creating a new project
- Saving a new project file
- Changing time unit options
- Pitfalls in changing options
- Understanding working time in Project
- Understanding calendars in Project
- Modifying the Standard Calendar
- Specifying holidays
- Creating a new calendar
- Specifying Project Summary Information
- Specifying Project File Properties

### Project Management

- What is a project
- Tasks and Resources
- The Importance of Planning
- Steps in Project Management
- Project Management Tools
- Using a computer
- The Advantages of Microsoft Project
- The Disadvantages of Microsoft Project

### Creating Tasks

- Overview of creating tasks
- Reviewing a project
- Entering tasks
- Creating Summary Tasks
- Moving about a sheet
- Working with Summary Tasks

### Task Durations

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

### Creating Relationships

- Overview of Creating Relationships
- Linking tasks
- Creating relationships using task entry
- Using Task information for relationships
- Using Task information for relationships
- Staying on schedule using relationships
- Entering Lag Time
- Entering Lead Time

### Resourcing a Project

- Overview of resourcing
- Creating a resource pool
- Entering materials
- Assigning calendars to resources
- Adjusting resource information
- Changing the Unit Display

### Assignment Concepts

- Understanding the Resource Assignment
- Project's calculation methodologies
- Understanding effort
- Creating simple assignments
- Understanding task types
- Working with Fixed Unit Assignments
- Working with Fixed Duration Assignments
- Working with Fixed Work assignments
- Working with the Driver Resource
- Understanding Effort Driven Resourcing
- Disabling Effort Driven Recourcing

### Assigning Resources

- Overview of 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
- Assigning Resources through a sheet Assigning resources that you don't have

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The Future ON TRACK – TRAINED

Ph: 0419 797 932 Email: [info@sutherlandcomputers.com.au](mailto:info@sutherlandcomputers.com.au)

Web: [www.sutherlandcomputers.com.au](http://www.sutherlandcomputers.com.au)

### **Resource Levelling**

- Resource Levelling overview
- Creating Resource chaos
- Tracking down overallocations
- Fix 1: Changing the work effort
- Fix 2: Assigning overtime
- Fix 3: Hiring Contract Labour
- Fix 4: Switching work assignments
- Fix 5: Rescheduling tasks

### **Assigning Materials**

- Overview of Assigning Materials
- Assigning Resources using Task Entry View

### **Costs**

- Costing Overview
- Reviewing the current cost status
- Variable Resource costs
- Assigning Daily costs for equipment hire
- Assigning fixed costs to a task
- Assigning material costs
- Using multiple cost tables
- Changing Resources rates during a project
- Viewing project costs

### **Constraints and Deadlines**

- Overview of Constraints and Deadlines
- Reviewing our project
- Adding a constraint
- Using Elapsed time to resolve conflicts
- Creating a deadline

### **Project Monitoring**

- Overview of Project Monitoring
- Creating a baseline
- Getting Microsoft 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**

- Overview of Printing
- Printing a Gantt Chart
- Printing Sheet Views
- Printing Job Lists
- Printing Resource Lists

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