

# Project 2007 © Introduction



**Sutherland  
Computer  
Training**

**Duration: 1 Day**

## TARGET AUDIENCE

This One-Day Course intended for those who wish to learn how to schedule and manage projects using Microsoft Project 2007.

## LEARNING OUTCOMES

This Course focuses on all of the essential information required to create a reasonably complex project schedule.

### 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 and 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 Resourcing

### 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

### 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