

COURSE INFORMATION
Planning and Scheduling Using Microsoft® Office Project 2007
PMI Registered Course Number 3001-MSP, 14 PDUs

This course is aimed at teaching students how to plan and control projects with and without resources up to an intermediate level using Microsoft® Office Project 2007 and earlier versions.

This course aim to teach participants:

- The user interface and creating projects,
- Scheduling projects without resources,
- Filters layouts, printing, baselines,
- Updating an un-resourced project,
- Creating and assigning roles and resources,
- Controlling projects with resources and costs,
- Tools and Utilities.

**TITLE****OVERVIEW****OBJECTIVES****PRE-REQUISITES****DELIVERY****TARGET AUDIENCE****OPTIONS FOR IN HOUSE PRESENTATION**

Students should be working in a project and environment and understand how projects are planned and controlled, this includes knowledge of the following subjects:

- Project management processes,
- How to plan a project including the development of a Work Breakdown Structure,
- Experience in the use of PCs and an understanding of the operating system.

The course is delivered in a classroom using the following technique:

- The instructor demonstrates the functions of the software using a PowerPoint presentation and using the software live module by module, and
- At the end of each module the students complete a workshop that reinforces the topics learnt in the module.

The following people should consider attending this course:

- Project managers and schedulers who wish to learn how to use the software to schedule and control projects.
- Programme Managers, Project Managers and Project Control staff evaluating the software against their organisational requirements.

This training course is designed to be delivered as 2 day course where the students complete workshops at the end of each chapter to reinforce the material taught in the lesson.

The courses may also be run as:

- A one day introductory course where the students complete Day 1 of the training and learn to plan but not control a project and complete the student workshops.
- A one day workshop where the whole content of the course is covered in one day. The students do not complete the workshops and any questions or issues the students have are explored during the course. This is a great way to bring self taught and casual users up to speed with some of the more difficult areas of the software.
- This course may also be shortened to meet any customers' requirement including the writing of specialized training material to suit a customers method of operation.



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COURSE CONTENTS

DAY 1

- 1 Introduction
- 2 Creating a Project Plan
- 3 Creating Projects and Setting up the Software
- 4 Navigating Around the Screen
- 5 Defining Calendars
- 6 Adding Tasks
- 7 Organizing Tasks Using Outlining
- 8 Formatting the Display
- 9 Adding Task Dependencies
- 10 Network Diagram View
- 11 Constraints

DAY 2

- 12 Filters
- 13 Views, Tables and Details
- 14 Printing and Reports
- 15 Tracking Progress
- 16 Grouping Tasks, Outline Codes and WBS
- 17 Options
- 18 Creating Resources
- 19 Assigning Resources and Costs to Tasks
- 20 Resource Histograms, Tables, S-Curves & Leveling
- 21 Statusing Projects with Resources
- 22 Tools and Techniques for Scheduling