



# Microsoft Project Beginners

Duration: 5 half days (15 hours)

## Objectives

This course is designed to allow users to work with resources, analyze resource utilization, and create project reports which analyze project, resource, and task data. It is also designed to allow users to manage multiple projects.

## Target Audience

This course is intended for both novice and experienced project managers and schedulers involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of MS Office Project.

## Prerequisite

A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

## Course Outline

### Part 1: Getting Started with Microsoft Office Project 2007

- Understanding the Nature of Projects
- Discovering Project 2007
- Understanding Project 2007 File Types
- Navigating the Project 2007 Interface
- Getting Help and Guidance
- Configuring Options

### Part 2: Creating and Defining Projects

- Creating and Saving Projects
- Defining Properties and Options
- Creating and Organizing the Task List
- Importing Data



Learning

**nuclei**

Key Component of FRCI

Sibotie House - L'Anse Courtois - Pailles - Mauritius

T: (230) 286 96 36 - F: (230) 286 96 29

E: [info@nuclei.mu](mailto:info@nuclei.mu) - [www.nuclei.mu](http://www.nuclei.mu)



- Modifying and Applying Calendars
- Setting Scheduling Options

### Part 3: Working with Estimates and Dependencies

- Entering Task Estimates
- Using A PERT Analysis to Estimate Task Duration
- Linking and Unlinking Tasks by Using the Gantt Chart View
- Linking and Unlinking Tasks by Using the Network Diagram View
- Adding Lag or Lead Time to a Linked Task

### Part 4: Working with Deadlines, Constraints, and Task Calendars

- Introducing Deadlines, Constraints, and Task Calendars
- Creating and Modifying Deadlines
- Creating and Modifying Constraints
- Creating and Modifying Task Calendars
- Identifying Critical Tasks
- Working with Task Driver
- Part 5: Working With Resources
- Introducing Resources, Assignments, and Budgeting
- Adding Resources to the Resource Sheet
- Creating and Modifying Resource Assignments
- Entering Project Budgets

### Part 6: Predicting Behavior by Using Task Types and the Scheduling Formula

- Using Task Types and the Scheduling Formula
- Changing Variables and Predicting Behavior
- Applying Task Types to Produce Predictable Behavior
- Special Situations with Effort-Driven Scheduling

### Part 7: Customizing and Formatting

- Formatting Screen Elements
- Creating and Modifying Templates
- Creating and Modifying Fields, Tables, and Formulas



- Creating and Modifying Filters and Groups
- Creating and Modifying Custom Views

#### Part 8: Analyzing Resource Utilization

- Introducing Resource Utilization Concepts
- Viewing Resource Assignments, Allocation, and Utilization
- Managing Resource Availability
- Optimizing and Leveling Resource Assignments

#### Part 9: Tracking Progress

- Working With Baselines
- Entering Duration Updates
- Entering Work Updates
- Entering Cost Updates
- Discovering Variances
- Troubleshooting and Getting Back on Track

#### Part 10: Creating Reports

- Selecting, Editing, and Creating Basic Reports
- Configuring Print and Page Setup Options
- Setting Options to Correct Printing Issues
- Exporting Reporting Data
- Creating and Modifying Visual Reports

#### Lab 10: Creating Reports

- Applying Solutions to Various Printing Scenarios
- Running Basic Reports That Summarize Data by Project, by Resource, by Task, or by Cost
- Developing a New Basic Report
- Exporting Data by Using a Custom Map to Merge with Data in an Existing Excel Spreadsheet
- Running Visual Reports That Summarize Data by Project, by Resource, by Task, or by Cost
- Developing a New Visual Report Template



## Part 11: Managing Multiple Projects

- Introducing Management of Multiple Projects
- Creating Master Projects
- Creating Links Between Projects
- Calculating Single or Multiple Critical Paths
- Saving and Opening Multiple Projects
- Sharing Resources and Analyzing Resource Utilization Across Multiple Projects