

## COURSE OUTLINE

### MICROSOFT PROJECT 2007 INTRODUCTION (Duration: 2 Days)

#### Course Objectives

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This course introduces delegates to the key features of Project. A combination of demonstrations, hands-on exercises and question and answer sessions enable the delegates to build their product knowledge quickly and easily, learning how to work with tasks and views, as well as schedule and organise tasks.

#### Prerequisites

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Must be familiar with the concepts of managing a project and possess a working knowledge of the Windows environment, including use of the mouse.

#### Course Outline

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##### Getting Started

- Why do you need to use Microsoft Project?
- What information do you want to extract?
- What data do you need to provide?

##### The Basics

- Create a project plan
- Save a plan
- Open a plan

##### Terminology

- What is the critical path?
- Why do you need to know the critical path?
- What is the baseline?
- The advantages of using a baseline

##### Build a plan

- Set the project start date
- Set the calendars
- Outline the plan (work breakdown structure)
- Enter the tasks
- Task notes
- Link tasks
- Enter durations
- Setting milestones

##### Costing a project

- Differences between task and resource costs
- Entering cost rates

##### Constraining Tasks

- Difference between deadlines and constraints
- Set a deadline
- Discuss types of constraints
- Set a constraint

##### Resourcing the project

- Creating resources
- Methods of resourcing
- Allocating resources
- The impact of task types
- Task priorities
- Resource levelling

##### Setting a Baseline

- When to set a baseline
- Set a baseline
- Clear a baseline

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## Tracking

- Why track?
- Methods of tracking
- Working with the tracking toolbar
- Tracking in different views

## Views and Tables

- What are views and tables?
- Changing tables
- Viewing the project in different ways
- Advantages of particular views

## Filters

- Why filter?
- Autofilter
- Normal filtering
- Highlighting filters

## Reports

- Types of reports
- How tables and filters impact on reports
- Printing reports and views

## For further information

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