



MS Project 2007 Advanced



MS Project 2007 Advanced Training Course Outline

Foreword

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

Course Length

1-day

Learning Outcomes:

Split the view

- Sort, group, and filter tasks
- Use zoom
- Overlap, delay, or split tasks
- Set task deadlines and constraints
- Understand task types
- Assign a task calendar
- Understand task indicators
- Delay resource start times
- Apply predefined resource contours
- Specify Resource availability
- Group resources
- Assign a Resource calendar
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- Use material resource consumption rates
- Entering task fixed costs

Schedule resource overtime

- Identify and balance resource over allocation
- Save a baseline plan
- Update project, actual values, completion percentage, actual work and actual costs
- View project statistics, costs, and critical path
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Save an interim plan
- Open and add page elements to a report
- Sort a report
- Define report contents
- Create a visual report
- Create links between multiple projects
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool



Project 2007 Training Course - Lesson 1 **Getting Started**

- Workshop Objectives

Project 2007 Training Course - Lesson 2 **Viewing the Project**

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom

Project 2007 Training Course - Lesson 3 **Working with Tasks, Part One**

- Overlapping Tasks
- Delaying Tasks
- Setting Task Deadlines
- Setting Task Constraints
- Splitting Tasks

Project 2007 Training Course - Lesson 4 **Working with Tasks, Part Two**

- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators

Project 2007 Training Course - Lesson 5 **Working with Resources**

- Assigning a Resource Calendar
- Delaying Resource Start Time
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates
- Grouping Resources

Project 2007 Training Course - Lesson 6 **Working with Costs**

- Adding Pay Rates for a Resource
- Specifying Pay Rates for Different Dates
- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs

Project 2007 Training Course - Lesson 7 **Balancing the Project**

- Scheduling Resource Overtime
- Identifying Resource Over allocation
- Balancing Resource Over allocations Manually
- Balancing Resource Over allocations Automatically

Project 2007 Training Course - Lesson 8 **Updating Project Progress**

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Task Completion Percentage
- Updating Actual Work
- Updating Actual Costs

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Project 2007 Training Course - Lesson 9 **Checking Project Progress**

- Viewing Project Statistics
- Viewing Project Costs
- Viewing the Project's Critical Path
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan

Project 2007 Training Course - Lesson 10 **Working with Reports**

- Opening a Report
- Adding Page Elements to a Report
- Sorting a Report
- Defining Report Contents
- Creating a Visual Report

Project 2007 Training Course - Lesson 11 **Working with Multiple Projects**





- Creating Links Between Projects
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool

Project 2007 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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