

BEST PRACTICES USING MICROSOFT PROJECT PROFESSIONAL 2007 COURSE OUTLINE

Day 1

Time	Subjects
8:30	Start – talk around & intros
	How Project Management concepts apply to MS Project
	What you need to know to create an effective project schedule
	Overview of Project software – Database design of schedules
	Overview of the screens and views
	How the time scale works
10:15 – 10:30	Break
	What you must do before entering the first task
	Create a new project – new and template
	Calendars
	Schedule Options
11:45 – 12:45	Lunch (could be shorter if you wish)
	Creating a WBS
	Enter tasks and task maintenance
	Outlining tasks to create the WBS
	Durations, Relationships, Lead and Lag time, Constraints, Deadlines
2:00 - 2:15	Break
	Practice assignment
	Resources & Resource calendars
	Project Costing
	Practice assignment
4:30 (approx)	End of day 1

**BEST PRACTICES USING MICROSOFT PROJECT
PROFESSIONAL 2007
COURSE OUTLINE****Day 2**

Time	Subject
8:30	Start
	Open question time
	Assign resources to tasks and task typing – practice assignment
10:15 – 10:30	break
	Assignment
	Critical path and slack
	Resource leveling
	Resource critical path
11:45 – 12:45	Lunch
	Project Statistics
	Baseline and prepare project for tracking
	Project Tracking
	Reports, Visual Reports and Customization
	Task filters, grouping and custom fields, organizer
2:00 - 2:15	break
	Master Projects – link between projects
	Resource pools (without server)
	Import & export data - creating import/export maps
	Hyperlinks, Global values, and additional customization features
	Open questions
4:30 (approx)	End of day 2