Microsoft Official Curriculum

Key Data

Product #:	**5927A**
Course #:	**5927A**
Number of Days:	**1**
Format:	**Instructor-Led**

Course Syllabus

Microsoft Office Project 2007, Managing Projects

Elements of this syllabus are subject to change.

This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans.

This is the first course in the Microsoft® Office Project 2007 Official Curriculum series and will serve as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft EPM 2007 Solution.

Audience

This course is intended for both novice and experienced project managers and schedulers. These individuals would be involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of MS Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills.

At Course Completion

After completing this course, students will be able to:

- Get started with Microsoft Office Project 2007.
- Create and define projects.
- Work with estimates and dependencies
- Work with deadlines, constraints, and task calendars
- Work with resources.
- Track progress.

Prerequisites

- Experience using Microsoft Office Project to create project schedules.
- Fundamental knowledge of project management.
- Experience with the Microsoft® Windows® XP or Windows Vista™ operating system.
- Experience with Microsoft® Office Excel® 2003.

Module1: Creating and Defining Projects

This module explains how to create new projects, how to define appropriate options, and how to enter, organize, and outline the task list. It also explores ways to import data from other sources and provides guidance on configuring the corporate calendar.

Lessons
▪ Creating and Saving Projects ▪ Defining Properties and Options ▪ Creating and Organizing the Task List ▪ Importing Data ▪ Modifying and Applying Calendars ▪ Setting Scheduling Options
Lab : Creating and Defining Projects

- Entering Project and File Properties
- Setting Appropriate Schedule Options
- Setting Corporate Holidays
- Importing Data from Office Excel
- Update a Task List
- Creating a Multilevel Outline

After completing this module, students will be able to:

- Create and save projects.
- Define file properties and options.
- Create and organize the task list.
- Import data.
- Modify and apply calendars.
- Set schedule options.

Module2: Working with Estimates and Dependencies

This module explains the techniques for estimating tasks and how to generate a dynamic schedule by creating dependencies between tasks. Various linking and unlinking techniques will be explored in multiple views and link types will be modified to reflect real-world scenarios.

Lessons

- 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

Lab : Working with Estimates and Dependencies

- Entering a Duration or Work Estimate
- Creating Links Between Tasks
- Adding Lag or Lead Times
- Displaying Links in Network Diagram View

After completing this module, students will be able to:

- Enter task estimates.
- Use a PERT (Program Evaluation and Review Technique) analysis to estimate task durations.
- Link and unlink tasks by using the Gantt Chart view.
- Link and unlink tasks by using the Network Diagram view.
- Add Lag or Lead-time to a linked task.

Module 3: Working with Deadlines, Constraints, and Task Calendars

This module explains how to incorporate restrictions in a schedule through the use of deadlines and constraints. Displaying, reading, and analyzing the critical path will be discussed, along with how to use task drivers in the analysis. Task calendars will be presented as a technique to get a schedule back in line with a deadline or constraint.

Lessons

▪ 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
Lab : Working with Deadlines, Constraints, and Task Calendars
▪ Displaying the Critical Path ▪ Setting a Deadline ▪ Setting a Constraint ▪ Responding to Situations Triggered by Deadlines and Constraints ▪ Creating and Apply a Task Calendar to Meet a Deadline ▪ Finding and Removing Constraints in a Schedule

After completing this module, students will be able to:

- Introduce deadlines, constraints, and task calendars.
- Create and modify deadlines.
- Create and modify constraints.
- Create and modify task calendars.
- Identify critical tasks.
- Work with Task Drivers.

Module4: Working With Resources

This module explains the various types of resources that are needed on a schedule, how to enter the resource list, and how to assign resources to tasks. Changes to the project team will be implemented by modifying resource assignments. Various types of costs will also be covered including resource costs, task costs, and project budgets.

Lessons
▪ Introducing Resources, Assignments, and Budgeting ▪ Adding Resources to the Resource Sheet ▪ Creating and Modifying Resource Assignments ▪ Entering Project Budgets
Lab : Working with Resources
▪ Adding Resources to the Resource Sheet View ▪ Creating and Modifying Resource Assignments ▪ Entering Project Costs and Project Budgets

After completing this module, students will be able to:

- Describe resources, assignments, and budgeting.
- Add resources to the Resource Sheet view.
- Create and modify resource assignments.
- Understand the fundamentals of project budgets.

Module5 : Tracking Progress

This module explains how to manage updates to a schedule by saving baselines and tracking duration, work, and cost updates. Comparison between expected and actual results will be illustrated with various views that display variance. In addition, this module provides guidelines on how to troubleshoot a schedule and how to get a troubled schedule back on track.

Lessons
▪ Working With Baselines ▪ Entering Duration Updates ▪ Entering Work Updates ▪ Entering Cost Updates ▪ Discovering Variances ▪ Troubleshooting and Getting Back on Track
Lab : Tracking Progress
▪ Setting and Revising a Baseline ▪ Entering Actual Results Updates for Tasks and Resources ▪ Controlling Projects by Finding Variance and Suggesting Corrective Action ▪ Applying Techniques to Shorten Duration, Reduce Work, and Reduce Cost

After completing this module, students will be able to:

- Work with baselines.
- Enter duration updates.
- Enter work updates.
- Enter cost updates.
- Discover variances.
- Trouble shoot schedules and get back on track.