

## Microsoft Office Project 2007



Microsoft Project 2007 is one of the most widely-used project management software in the industry. Designed to help make project management easier and faster, the application is able to design critical path schedules, visualize them in Gantt Charts and create budgets based on assignment work and resource rates.

### MS Project 2007: Level 1 (1 Day)

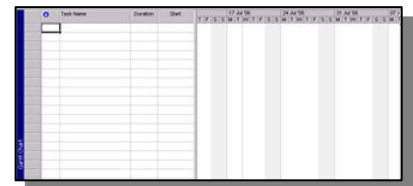
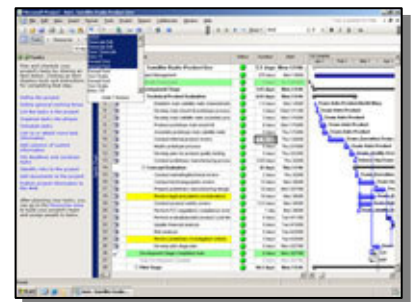
Serving as a foundation course in MS Project 2007, students will acquire the basic skills in designing a project plan. These skills include establishing tasks and task-relationship in a work-breakdown structure, create and assign resources and finalize the plan for implementation.

#### Who Should Attend?

The curriculum is designed for project managers and planners who require a tool to create and manage their project plans. A basic understanding of project management concepts and terminology is required.

#### Course Outline:

- Lesson 1: Getting Started with Microsoft Project
- Lesson 2: Creating a Project Plan
- Lesson 3: Managing Tasks in a Project Plan
- Lesson 4: Managing Resources in a Project Plan
- Lesson 5: Finalizing the Project Plan



### MS Project 2007: Level 2 (1 Day)

This intermediary level course is designed as an immediate continuation from the lessons in Level 1. Students will gain a deeper technical study and proficiency in MS Project. They will be able to import and export project plan data with other applications, update and modify plans, manage project costs and report data visually.

#### Who Should Attend?

Students must first complete MS Project 2007 Level 1 to attend this course. The course is developed for individuals who are responsible in developing project plans and has some prior experience with MS Project 2003.

#### Course Outline:

- Lesson 1: Exchanging Project Plan Data with Other Applications
- Lesson 2: Updating a Project Plan
- Lesson 3: Managing Project Costs
- Lesson 4: Reporting Project Data Visually
- Lesson 5: Reusing Project Plan Information