

Globe Training Centre – (GTC)

Microsoft Project 2007

(Curriculum)

Training Objective: Enable practice project management thermos with an application software version.

Training Outcome: At successful completion participants will be able to use MS Project 2007 professional version (in a standalone environment) for task management, resource (work/ material) management, task critical path analysis, cash flow, and various reporting aspects in a project.

Content:

Introduction To Project 2007

- What Is Project 2007? and versions
- The Project 2007 Environment
- Toolbars and User Interface

Defining The Project

- Creating A New Project
- Opening A Project
- Using File Properties
- Entering Start And Finish Dates
- Establishing A Project Calendar
- Saving
- Quitting And Closing

Tasks

- Entering Tasks
- Entering Task Durations
- Entering Subtasks
- Using Recurring Tasks
- Using Task Notes
- Assigning Milestones
- Editing Tasks
- Deleting Tasks
- Moving Tasks
- Creating Dependencies

(Continue...)

Content: *(Continued)*

Resources

- Creating A Resource List
- Entering Working Time
- Entering Costs
- Entering Notes
- Assigning Resources To A Task

Views

- Using the Calendar View
- Using Gantt Chart View
- Using Network Diagram View
- Using Task Usage View
- Using Tracking Gantt Chart View
- Using Resource Graph View
- Using Resource Sheet View
- Using Resource Usage View

Printing Reports

- Understanding the Different types of Reports
- Customizing Reports

Training Method: Instructor led practical sessions and assignments.

Duration: 04 Days (08:30 a.m. – 04:30 p.m.)