

MICROSOFT OFFICE PROJECT 2007, MANAGING PROJECTS

- ¿SABES DEFINIR UN PLAN DE PROYECTO?
- ¿CONOCES CUANTO TIEMPO DISPONIBLE TIENE UN RECURSO QUE ESTA ASIGNADO A UNA TARE?
- ¿CONOCES LOS TIPOS DE TAREAS Y TIPOS DE DEPENDENCIAS?

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.
- Predict behavior by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress
- Importing Data from Office Excel
- Update a Task List
- Creating a Multilevel Outline

AUDIENCE PROFILE

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

DURATION:

21 HRS

CLASSROOM REQUIREMENTS

HARDWARE

- Pentium III 1-gigahertz (GHz) processor
- PCI 2.1 bus
- 1 gigabyte (GB) of random access memory (RAM)
- 30 GB hard disk
- DVD drive
- Non-Industry Standard Architecture (ISA) network adapter: 10/100-megabit-per-second (Mbps) required full duplex
- 4-MB video adapter
- Super VGA (SVGA) 17-inch monitor
- Microsoft Mouse or compatible pointing device
- Sound card with amplified speakers
- Projection display device that supports SVGA 800 x 600, 256 colors

In addition, the instructor computer must be connected to a projection display device that supports SVGA 800 x 600 pixels, 256 colors.

SOFTWARE

Please note that, unless otherwise indicated, this software is not included in the Trainer Materials disc. This learning product was developed and tested on the following software, which is required for the classroom computers:

- Windows XP Professional, Windows 2000 Professional, or Windows Server 2003 Standard Edition
- Virtual PC 2004
- Microsoft Office PowerPoint® 2003 (instructor computer only)

CLASSROOM CONFIGURATION

Each classroom computer will serve as the host for one virtual machine that will run in Virtual PC 2004. Domain or workgroup membership does not matter. The network configuration of the host computers does not matter. After completion of the setup, all computers will be configured to run the virtual machine named 5927A-ENU-PROJ.

COURSE OUTLINE

- Module 1: Getting Started with Microsoft Office Project 2007
- Module 2: Creating and Defining Projects
- Module 3: Working with Estimates and Dependencies
- Module 4: Working with Deadlines, Constraints, and Task Calendars
- Module 5: Working With Resources
- Module 6: Predicting Behavior by Using Task Types and the Scheduling Formula
- Module 7: Customizing and Formatting
- Module 8: Analyzing Resource Utilization
- Module 9: Tracking Progress
- Module 10: Creating Reports
- Module 11: Managing Multiple Projects