

Microsoft Project 2007

COURSE DESCRIPTION

This course introduces the basic features and tools of Microsoft® Project 2007, including the following: getting started with Project, creating a task list, setting up and assigning resources, formatting and printing your plan, tracking progress on tasks, fine-tuning task details, fine-tuning resource and assignment details, fine-tuning a project plan, organizing and formatting project details, publishing project information, sharing project information with other programs, tracking project progress, and consolidating projects and resources.

Students will learn to

- Plan, build and manage project schedules and budgets using Microsoft Project Professional;
- Build a project plan, enter tasks and develop calendars;
- Establish task constraints and deadlines, and create task dependencies;
- Forecast and allocate human and material resources;
- Track progress, update plans and monitor variances between target and actual project deliverables;
- Create dynamic reports and custom views to communicate project information.

WHO SHOULD ATTEND

This workshop is dedicated to individuals who wish to understand and practice technical method of project management using MS project 2007.

TRAINING DURATION

MS Project 2007 is a 12 hour workshop. Candidates are given the official book of MS Project 2007.

TRAINING COST

The cost of this training is 120 € per participant. Price includes training and studying materials.

CLASS PLAN FOR ACADEMIC YEAR 09/10

Course	Schedule	Start Date	End Date	Week Days
MS Project	17:00-19:00	12-Oct-09	16-Oct-09	M - T - W - Th - F
MS Project	17:00-19:00	17-May-10	21-May-10	M - T - W - Th - F