

Module 1: Project Pro Basics (1 hour)

- New features of Project Server 2007**
- Use the View bar to navigate views
- Navigate the Project Guide
- Use **Change Highlighting**
- Local Project Cache
- Task Drivers
- Columns

Module 2: Creating a Project Plan (1 hours)

- Create a project from a template
- Save a project plan to the enterprise
- Save a project plan locally
- **Save for sharing
- Project information dialog box
- Set project defaults (Tools | Options)
- Modify project/task elements
 - Project Summary Task
 - Summary tasks
 - Recurring Tasks
 - Estimated Durations
 - Milestones
 - Task Information dialog box
 - Task Dependencies
 - Linking Project Task Dependencies
 - Lead and Lag time
 - Splitting a Task
 - Task Notes

Module 3: Resource Management (3.0 hours)

- Describe the different types of resources
 - Local
 - Generic
 - Cost Resources
 - Budget Resources
- Resourcing the Project Schedule
 - Adding Resources to the project
 - Resource Information Dialog Box
 - Resource Notes

Microsoft Project Training – Agenda

- View Resource Details
- Committed and Proposed Resources
- Assigning Resources to Tasks using Replace
- Assign resources to tasks using Assign Resources
- Replacing an individual on an assignment
- Using the split screen to assign resources

- Explain the different task types
 - Fixed Units, Fixed Duration, Fixed Work
 - Exercise
- Analyze resource availability
 - Resource Sheet
 - Task Usage
 - Resource Usage
 - Contours

Module 4: Optimizing the plan (1 hour)

- Viewing the Critical Path
- Constraints
- Setting a Deadline Date
- Creating views/tables
- Analyzing the project plan
- Leveling Resources
- Baselines
- Filters/Groupings

Module 5: Reporting (1 hour)

- Using predefined reports
- Creating Reports
- Using Visual Reports