

COURSE OUTLINE

To register, contact DPM International Ltd. 2 Ripon Road, Kingston 5, Jamaica
admin@dpminternational.com or 754 DPMI (3764); www.dpminternational.com

Microsoft Office Project 2007 Level 1 and Level 2 In-House Training

Contact Hrs: 21

Description

DPM International Ltd. is pleased to announce our 3-day instructor-led Microsoft Office Project 2007 Level 1 and Level 2 course. Classes are designed to allow participants to use the Microsoft Office Project 2007 to help them develop, manage and control their project plan!

The course is based on established Project Management methods and standards, and is designed for people who have an understanding of project management concepts.

Content & Duration

The course is divided into two levels: Level 1 (Basic) and Level 2 – (Advanced.) . PERSONS DO NOT HAVE TO DO BOTH LEVELS

The Microsoft Office Project 2007 Level 1 (Basic) course is conducted over a 2 day period with classes held between 8.30 am – 4.30 pm each day. It is an instructor led classroom learning model with structured hands-on activities. In this course, participants create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalizing the project plan. Each participant must have access to a computer to facilitate the hands-on exercises.

The Microsoft Office Project 2007 level 2 (Advanced) course is conducted in one day between the hours of 8.30am – 4.30pm. During this course, the participants will exchange Microsoft project plan data with other applications, update project plans, reuse project plan information and create visual reports. The pre-requisite for this class is that the participant should have completed the level 1 class, and each participant must have access to a computer to facilitate the hands-on exercises.

Please note that the classes do not have to run for consecutive days, as we are flexible and will schedule the classes in a manner that is conducive to your business needs.

What you will learn

Microsoft Office Project 2007 Level 1 (Basic)

- Exploring the Microsoft Office Project 2007 Environment and displaying project plans in different views
- How to create a new Project Plan, assign a project calendar, assign estimates
- How to add a recurring task, link dependent tasks, set task constraints, set task deadlines
- How to create a resources calendar, assign resources to tasks, enter costs to resources, resolve resource conflicts
- How to display the Critical Path, shorten project duration, set baselines and print reports

COURSE OUTLINE

Microsoft Office Project 2007 Level 2 (Advanced)

- How to import and export project plan data into Excel
- How to enter task progress, split a task, reschedule a task, set an interim plan, create a custom table and custom report
- How to update cost rate tables, group costs and link documents to the project plan
- How to create and customize visual reports and templates
- How to create a project plan template, create custom views, share resources and create a master project.
depth knowledge of the types of risks that threaten projects at each stage of development

Topics to be covered

1. Getting started with Microsoft Project (Basic)
2. Creating a Project Plan (Basic)
3. Managing Tasks in a Project Plan (Basic)
4. Managing Resources in a Project Plan (Basic)
5. Finalizing the Project Plan (Basic)
6. Exchanging Project Plan Data with Other Applications (Advanced)
7. Updating a Project Plan (Advanced)
8. Managing Project Costs (Advanced)
9. Reporting Project Data Visually (Advanced)
10. Reusing Project Plan Information (Advanced)
11. Lesson Labs (Basic and Advanced)

Pre-requisites

- Individuals who are working on project teams who have the responsibility of creating and modifying project plans, and who need a tool to manage these plans.
- Individuals who have exposure to basic project management techniques such as scope, activity and resource planning.
- Individuals who have an understanding of project management concepts and are familiar with either Windows XP or Windows Vista operating systems
- Individuals who have completed Microsoft Office Project 2007 Level 1 training or who have a basic understanding of Microsoft Project 2003 (Advanced)

Required Text

Microsoft Office Project 2007: Level 1 and level 2, text written by Microsoft Corporation Business Partner. **(Text will be provided)**
