

**MS Project 2003/2007 Standard Desktop – 2 days**

The goal of this 2 day course is to provide project managers with the knowledge and skills necessary to use MS Project Standard 2003/2007 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, resource assignments and costs. You will learn how to set the plan and track variances against the plan during project execution. (14 PDU classroom hours)

**Course Topics****Creating a Project Plan File**

- Create a Project Plan File
- Create and Assign a Project Calendar
- Add Tasks to the Project Plan File
- Add a Project Summary Task
- Add a Recurring Task
- Enter Task Duration Estimates

**Creating a Work Breakdown Structure**

- Outline Tasks
- Link Dependent Tasks
- Identify Deliverables in the Project Plan File
- Constrain Tasks
- Set a Task Deadline

**Creating and Assigning Resources**

- Create Resources
- Create a Resource Calendar
- Assign Resources
- Assign Additional Resources to a Task
- Resolve Resource Conflicts

**Finalizing the Project Plan**

- View the Critical Path
- Shorten the Project Duration
- Set a Baseline
- Display Project Summary Information

**Updating a Project Plan**

- Enter Task Progress Information
- View Task Progress
- Split a Task
- Reschedule a Task
- Filter Tasks in a Project Plan
- Save an Interim Project Plan
- Create a Custom Table
- Add Custom Columns to a Table
- Hyperlink Documents to Tasks

**Creating Custom Reports**

- Create a Custom Report
- Modify a Custom Report's Header and Footer
- Add a Picture to a Report
- Modify a Custom Report's Margins
- Print a Custom Report

**Re-using Project Plan Information**

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans
- Share Resources
- Create a Master Project Plan