

Project 2007: Level 2 + CertBlaster & CBT

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Course Length: 1-day (6 hours)

Prerequisites: Project 2007: Basic or equivalent experience

What's in Project 2007: Level 2 + CertBlaster & CBT:

This ILT Series course builds on the concepts and skills taught in Project 2007: Basic. Topic coverage includes baseline and interim plans, analysis of project statistics, project file formatting, custom views, and file consolidation. Student will also learn how to communicate project information by using Project Server 2007 and how to integrate Project with Excel, Access, and Word. Comes with a companion CBT program.

Objectives

- Save a baseline plan; update the percentage of tasks completed, actual start and finish dates, in-progress tasks, and actual work; save an interim plan; display the Earned Value table to monitor the actual and estimated costs of tasks; and view task progress in Network Diagram view.
- Analyze a project by viewing its statistics, slippage, and slack in the schedule and reschedule a project by splitting tasks, delaying resource work, and assigning overtime.
- Format a project file by modifying bar styles and timescales, use the Drawing toolbar to enhance Gantt chart information, print current views and reports, and create a custom report and a Crosstab report.
- Create a custom Network Diagram view and a combination view, create and run a macro to automate tasks, create and delete a toolbar and a menu, and create a custom table by using the More Tables dialog box.
- Consolidate project files, link tasks across projects, assign project and task priorities, share project elements globally and with specific projects, and share resources across projects.
- Communicate project information by using Microsoft Project Server 2007 to send task assignments and status requests and by sending project notes, export project data to the Web by saving a project file as a Web page, add hyperlinks to a project file, save projects in a Microsoft Project 98 format, and identify potential lost elements.
- Import data from a Microsoft Excel worksheet and a Microsoft Access database, export data to a Microsoft Excel worksheet and a Microsoft Access database, and copy project information to a Microsoft Word document and a Microsoft Excel worksheet.

Topic-Level Outline

Unit 1 : Tracking project work

*Topic A: * Managing a project*

A-1: Saving a baseline plan

*Topic B: * Updating the progress of tasks*

B-1: Updating the percent complete of a task

B-2: Updating actual start and finish dates

B-3: Updating tasks that are in progress

B-4: Updating the actual work performed on a task

B-5: Saving an interim plan

*Topic C: * Observing project progress*

C-1: Displaying the Earned Value table

C-2: Viewing progress in Network Diagram view

Unit 2 : Analyzing and adjusting the plan

*Topic A: * Analyzing the plan*

A-1: Viewing project statistics

A-2: Displaying slippage and slack in a plan

*Topic B: * Rescheduling tasks*

B-1: Splitting a task

B-2: Delaying resource work

B-3: Assigning overtime

Unit 3 : Formatting and reporting

*Topic A: * Formatting a project file*

A-1: Modifying a bar style

A-2: Formatting a timescale

*Topic B: * Using drawing tools*

B-1: Using the Drawing toolbar

*Topic C: * Printing views and reports*

C-1: Printing the current view as a report

C-2: Printing a report

*Topic D: * Customizing reports*

D-1: Creating a custom report

D-2: Creating a Crosstab report

*Topic E: * Visual reports*

E-1: Creating a visual report

Unit 4 : Customizing the project environment

*Topic A: * Creating custom views*

A-1: Creating a custom Network Diagram view

A-2: Creating a combination view

*Topic B: * Creating macros*

B-1: Creating a macro

B-2: Running a macro

*Topic C: * Creating a toolbar and a menu*

C-1: Creating a toolbar

C-2: Deleting a toolbar

C-3: Creating a new menu

C-4: Deleting a menu

*Topic D: * Creating a custom table*

D-1: Creating a custom table

Unit 5 : Managing multiple projects

*Topic A: * Consolidating and sharing projects*

A-1: Consolidating project files

A-2: Linking tasks across projects

A-3: Assigning project and task priorities

A-4: Making an existing filter global

A-5: Sharing a filter between projects

*Topic B: * Sharing resources across projects*

B-1: Sharing resources from another project

Unit 6 : Project communications

*Topic A: * Communicating among a project team*

A-1: Discussing Microsoft Project Server 2007

A-2: Sending task assignment requests

A-3: Sending status requests

A-4: Sending schedule notes

*Topic B: * Working with hyperlinks*

B-1: Adding a hyperlink

Unit 7 : Exchanging project data

*Topic A: * Importing data*

A-1: Importing data from a Microsoft Excel workbook

A-2: Importing data from a Microsoft Access database

*Topic B: * Exporting data*

B-1: Exporting data to a Microsoft Excel workbook

B-2: Saving data to a Microsoft Access database

*Topic C: * Copying data*

C-1: Copying a Gantt chart to a Microsoft Word document

C-2: Copying task sheet information to a Microsoft Excel worksheet