

## MICROSOFT PROJECT 2007 ADVANCED

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MS Project 2007  
Advanced



**COURSE LENGTH: 1.0 DAYS**

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout New Zealand, including Auckland, Wellington and Christchurch.

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## MICROSOFT PROJECT 2007 ADVANCED COURSE OUTLINE

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### FOREWORD

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

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### OUTCOMES

- ▶ Split the view
- ▶ Sort, group, and filter tasks
- ▶ Use zoom
- ▶ Overlap, delay, or split tasks
- ▶ Set task deadlines and constraints
- ▶ Understand task types
- ▶ Assign a task calendar
- ▶ Understand task indicators
- ▶ Delay resource start times
- ▶ Apply predefined resource contours
- ▶ Specify Resource availability
- ▶ Group resources
- ▶ Assign a Resource calendar
- ▶ Enter resource rates and overtime rates
- ▶ Specify pay rates for different dates
- ▶ Apply a different pay rate to an assignment
- ▶ Use material resource consumption rates
- ▶ Entering task fixed costs
- ▶ Schedule resource overtime
- ▶ Identify and balance resource over allocation
- ▶ Save a baseline plan
- ▶ Update project, actual values, completion percentage, actual work and actual costs
- ▶ View project statistics, costs, and critical path
- ▶ Check duration variance, work variance, and cost variance
- ▶ Identify slipped tasks
- ▶ Save an interim plan
- ▶ Open and add page elements to a report
- ▶ Sort a report
- ▶ Define report contents
- ▶ Create a visual report
- ▶ Create links between multiple projects
- ▶ Consolidate multiple projects
- ▶ View multiple project critical paths
- ▶ View consolidated project statistics

- ▶ Create a resource pool
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## MODULES

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### Lesson 1: Getting Started

- ▶ Workshop Objectives

### Lesson 2: Viewing the Project

- ▶ Using Split Views
- ▶ Sorting Information
- ▶ Grouping Information
- ▶ Filtering Information
- ▶ Using AutoFilters
- ▶ Using Zoom

### Lesson 3: Working with Tasks - Part 1

- ▶ Overlapping Tasks
- ▶ Delaying Tasks
- ▶ Setting Task Deadlines
- ▶ Setting Task Constraints
- ▶ Splitting Tasks

### Lesson 4: Working with Tasks - Part 2

- ▶ Understanding Task Type
- ▶ Assigning a Task Calendar
- ▶ Understanding Task Indicators

### Lesson 5: Working with Resources

- ▶ Assigning a Resource Calendar
- ▶ Delaying Resource Start Time
- ▶ Applying Predefined Resource Contours
- ▶ Specifying Resource Availability Dates
- ▶ Grouping Resources

### Lesson 6: Working with Costs

- ▶ Adding Pay Rates for a Resource
- ▶ Specifying Pay Rates for Different Dates
- ▶ Applying a Different Pay Rate to an Assignment
- ▶ Using Material Resource Consumption Rates
- ▶ Entering Task Fixed Costs

### Lesson 7: Balancing the Project

- ▶ Scheduling Resource Overtime
- ▶ Identifying Resource Over allocation
- ▶ Balancing Resource Over allocations Manually
- ▶ Balancing Resource Over allocations Automatically

### Lesson 8: Updating Project Progress

- ▶ Saving a Baseline Plan
- ▶ Updating the Entire Project
- ▶ Updating Task Actual Values
- ▶ Updating Task Completion Percentage
- ▶ Updating Actual Work
- ▶ Updating Actual Costs

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### Lesson 9: Checking Project Progress

- ▶ Viewing Project Statistics
- ▶ Viewing Project Costs
- ▶ Viewing the Project's Critical Path
- ▶ Checking Duration Variance
- ▶ Checking Work Variance
- ▶ Checking Cost Variance
- ▶ Identifying Slipped Tasks
- ▶ Saving an Interim Plan

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### Lesson 10: Working with Reports

- ▶ Opening a Report
- ▶ Adding Page Elements to a Report
- ▶ Sorting a Report
- ▶ Defining Report Contents
- ▶ Creating a Visual Report

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### Lesson 11: Working with Multiple Projects

- ▶ Creating Links Between Projects
- ▶ Consolidating Projects
- ▶ Viewing Multiple Project Critical Paths
- ▶ Viewing Consolidated Project Statistics
- ▶ Creating a Resource Pool

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)