

# Project 2007 Level 1

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2-day course  
Course Code: M171

**Who should attend?** This course is intended for new users of Project 2007.

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**Prerequisites** Windows XP or 7

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**Course Objectives** Upon completion of the course, participants will be able to accomplish the following:

- Understand the basic operations of the software, and work with windows, menus, commands, and views
- Create a new project file and create, edit, and outline a task list, as well as establish dependencies by linking tasks
- Add and assign resources to a project file, work with project calendars, and enter project costs, such as standard, variable, and fixed costs
- Apply page setup options, create headers and footers, insert page breaks, and preview and print project information
- Apply task type settings, modify fixed tasks, set task constraints, and define and format the critical path
- Apply preset and custom contours, edit resource assignments, identify and resolve resource overallocations, and set and modify a baseline
- Track the progress of a project, update tasks and the schedule, and compare baseline and actual data
- Sort, filter, and group views
- Format views and format the Gantt Chart

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Course Content

## **The Basics**

Project Management Concepts; Getting Started; Project Application and Project File Windows; Project Guide; Project Menus and Commands; Filing Projects; Displaying Project Views; Moving Within a View

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## **Project Creation**

Project Information; Creating Task Lists; Editing Task Lists; Outlining Task Lists; Task Dependencies; Modifying Task Dependencies; Task Information

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## **Project Resources and Costs**

Project Resources; Resource Assignment Concepts; Assigning Resources; Working with Project Calendars; Working with Resource Calendars; Working with Task Calendars; Entering Project Costs

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## **Printing Schedule Information**

Page Setup Options; Previewing Views and Reports; Printing Project Information

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## **Changing Scheduling Methods**

Resource Assignment Concepts; Task Type Settings; Applying Task Type Settings; Task Constraints; Defining the Critical Path; Formatting the Critical Path

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## **Resolving Resource Conflicts**

Preset Contours; Applying Preset Contours; Editing Resource Assignments; Resource Overallocations; Locating Resource Overallocations; Resolving Resource Overallocations; Saving the Baseline

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## **Tracking Project Progress**

Tracking Task Progress; Updating Tasks; Updating the Remaining Schedule; Comparing Baseline and Actual Data

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## **Sorting, Filtering and Grouping**

Sorting Views; Filtering Views; Grouping Within Views

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## **Formatting the Project Environment**

Formatting Views; Formatting the Gantt Chart

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