



# PROJECT 2007

## INTRODUCTION

**COURSE CODE : PJ207TR0 DURATION : 2 DAYS**

### **COURSE AIMS**

This course is for new users of Project or to give existing users a thorough understanding of the software concept and functionality

### **DELEGATE PRE-REQUISITES**

Delegates must be familiar with the Windows Environment and be proficient with a computer, keyboard and mouse. No prior knowledge of Project is required.

## **COURSE OUTLINE**

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### **THE PROJECT WORKPLACE**

- Starting up Project
- The Project Environment
- Working with Views
- Using Help

### **STARTING A PROJECT / CALENDARS**

- Creating a new project
- Adding project information
- Modifying the base calendar
- Assigning a base calendar to a project
- Changing project defaults

### **DEFINING TASKS**

- Entering and editing tasks
- Task durations
- Moving tasks
- Adding task notes
- Outlining the plan
- Working with summary and sub tasks

### **TASK RELATIONSHIPS**

- Linking tasks
- Lag and lead time
- Task constraints

### **RESOURCES**

- Setting up resources
- Assigning resources
- Changing resource assignments
- Modifying resource calendars
- Understanding the task type

### **ADJUSTING THE SCHEDULE**

- Scheduling methods
- Dealing with resource conflicts
- Resolving conflicts
- Levelling the project

### **COSTS**

- Resource costs
- Material costs
- Fixed costs

### **TRACKING A PROJECT**

- Saving a baseline plan
- Entering actual progress
- Comparing actuals with baseline

### **VIEWS / REPORTS / TABLES / FILTERS**

- Showing information
- Filtering a project
- Customising Gantt charts
- Printing Gantt charts
- Using reports



**FAST TRACK**  
COMPUTER TRAINING