

Course Syllabus

Mastering Advanced Project Management Techniques using Microsoft Project 2007

Course Overview

This 2-Day course is designed for the advanced user or serious novice and teaches techniques for using Microsoft Office Project 2007 pertinent to managing complex projects in mature project management environments. In this course, the special emphasis is on "explaining the mysteries" that often arise with the software, and adding depth and mastery to your software skills. You will interact with an instructor with real-world experience in deploying and using Project and Project Server 2007.

Each student receives the following:

- A copy of the 902-page *Ultimate Learning Guide to Microsoft Office Project 2007* book, which serves as both the course manual and a valuable reference book

For courses taken via Cyberspace, each participant must use his or her own computer to access the virtual training environment. A high-speed internet connection is recommended. Participants do not need to have Microsoft Project installed in order to participate in the hands-on exercises.

Target Audience

This course is intended for experienced users of Microsoft Project 2007 who are faced with managing complex projects and work in an organization that demands advanced project management maturity.

Pre-Requisites

Students electing this course should first successfully complete the course *Ultimate Microsoft Project 2007 Exam Prep Boot Camp 70-632*. In lieu of this requirement, students **must have** significant experience using Microsoft Project in all stages of the project life cycle, including defining, planning, executing, and closing a project, along with a high level of proficiency in using the Microsoft Project scheduling engine.

Learning Objectives

After completing this course, you will be able to:

- Use standard fields in custom Views, Tables, Filters, and Groups.
- Define and use custom fields in custom Views, Tables, Filters, and Groups.
- Comprehend how Calendars control the project schedule.
- Understand the difference between the Duration of tasks and the schedule of tasks.
- Use work contours to control the schedule of resource assignments.
- Use an administrative project to capture non-project time.
- Reschedule a project whose Start date has changed.
- Understand how the software calculates the Cost of a task.
- Define and use Cost resources.
- Use Earned Value Analysis.
- Determine the Critical Path in a project.
- Manage project risks using multiple methods.
- Import and export data with other software applications.
- Export an image file to other Microsoft Office applications.
- Level resource overallocations.
- Create and use a shared Resource Pool with a master project.
- Write macros in the VBA programming language.

Topical Outline

Working with Fields

Reviewing the Microsoft Project Data Model

Understanding Fields

Inserting a Field in a Table

Using Standard Fields in Views, Tables, Filters, and Groups

Using the Calendar View

Creating a Custom Calendar View

Understanding Custom Fields

Defining Custom Fields

Using a Lookup Table in a Custom Field

Using a Formula in a Custom Field

Using Graphical Indicators in a Custom Field

Defining Custom Outline Codes

Deleting a Custom Field or Outline Code

Using AutoFilter to Create a Custom Filter

Advanced Calendars and Scheduling

Reviewing Calendar Types

How Calendars Control the Project Schedule

Understanding Task Scheduling

Synchronizing Calendar Options

Setting the Project Start Time

Advanced Scheduling

Comparing Duration vs. Scheduling

Understanding Assignment Views

Using the Task Usage View

Using the Resource Usage View

Viewing the Assignment Information Dialog

Understanding Work Contours

Applying Work Contours

Using Administrative Projects

Rescheduling a Project

Project Costing

Understanding Project Costing

Understanding Cost Accrual Methods

Using the Resource Cost Accrual Method

Using the Fixed Cost Accrual Method

Using Resource Cost Rate Tables

Setting the Cost Rate Table

Tracking Multiple Fixed Costs

Using Cost Resources

Using Expense Cost Resources

Understanding Earned Value Analysis

Setting Up Microsoft Office Project 2007 for EVA

Viewing Earned Value Fields

Changing the EVA Calculation Method

Critical Path Analysis

Understanding the Critical Path

Identifying the Critical Path

Using the Critical Field

Using Text and Cell Background Formatting

Filtering for the Critical Path

Changing the Critical Path Calculation

Using the Schedule Table

Understanding Issues with the Critical Path

Managing Project Risks

What is Risk Management?

Using a Risk Management Plan

Identifying Risks

Quantifying Risks

Developing a Risk Response

Using Risk Monitoring and Control

Managing Risk in Microsoft Office Project 2007

Using PERT Analysis

Using PERT Analysis Views

Adding Lag Time on Task Dependencies

Adding Documentation to the Gantt Chart

Increasing Work or Duration

Modifying the Gantt Chart

Importing and Exporting Project Data

Exporting Project Data

Exporting to an Excel Workbook

Exporting to an Excel PivotTable

Exporting to Text Files

Exporting to an XML File

Importing Project Data

Importing from a Project Database File

Importing an MPX File

Importing from an Access Database File

Importing from an ODBC Database

Importing from an Excel Workbook File

Importing from a Text File

Importing from an XML File

Saving a Project Workspace

Exporting a Project Image

Leveling Resource Overallocations

Understanding Overallocation and Leveling

Manually Leveling Overallocations

Understanding Leveling Options

Leveling Calculations Options

Leveling Range Options

Resolving Overallocations Options

Leveling Order

Using Additional Leveling Options

Restricting Resource Leveling

Using the Can Level Field

Using the Task Priority Field

Using Master Projects

Master Project Defined

Creating a Shared Resource Pool

Connecting to a Shared Resource Pool File

Using a Shared Resource Pool

Unlinking from a Shared Resource Pool

Creating a Master Project

Using the Inserted Project Information Dialog

Setting Cross Project Dependencies

Understanding Task Dependency Theory

Setting External Dependencies

Viewing and Editing External Dependencies

Setting Cross Project Linking Options

Program and Portfolio Analysis

Viewing Progress across Program Phases

Analyzing Work and Cost across a Program

Working with Macros

Understanding VBA

Running a Macro

Recording a Macro

Viewing Your Recorded Macro VBA Code

Writing a Macro

Adding a Macro to a Toolbar Button

Managing Macros and Toolbars

Setting Macro Security

Creating a Digital Certificate