

# Course Syllabus

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## Ultimate Microsoft Project 2007 – Exam Prep Boot Camp 70-632

### Course Overview

This intensive 3-Day boot camp delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Office Project 2007, and prepares you for the Microsoft 70-632 certification exam (Microsoft Office Project 2007, Managing Projects).

Mastering the Microsoft Project scheduling engine is the key to enjoying your work with the software. This course shows you how to drive the tool through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project. Although framed around PMI's project life cycle, the course content is methodology-agnostic and focuses on hands-on learning methods. As you learn how to manage projects properly using Microsoft Office Project 2007, you will also master the foundational through intermediate knowledge needed for the challenging Microsoft 70-632 certification exam.

As preparation for the 70-632 certification exam, 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
- A detailed Preparation Guide document detailing the competencies and knowledge required to pass the certification exam
- An in-class practice exam that simulates the actual certification exam
- Guidance from a Microsoft Certified IT Professional instructor who has taken and passed each of the certification exams for Microsoft Project 2007 and Project Server 2007

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

Every Project Manager and Scheduler that wants to assert their expertise through Microsoft Certification should take this course. We target this course to the specific needs of full-time project managers, those who function as project schedulers or project support technicians who are serious about passing Microsoft Certification Exam 70-632. If you want or need to take the Microsoft 70-632 Certification Exam, this course is for you!

## Pre-Requisites

Although not required, it is helpful for students to have hands-on project management experience or a general understanding of project management principles.

## Learning Objectives

After completing this course, you will be able to:

- Describe the stages of the project management process
- Understand the Microsoft Project user interface
- Understand the Microsoft Project Data Model as it relates to Views, Tables, Filters, and Groups
- Define a new project
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- View the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups
- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio
- Close a project
- Define a custom Outline Code field to contain hierarchical data

- Create and use Cost resources
- Perform Earned Value Analysis (EVA) on a project
- Import and export project data with another application
- Create a shared Resource Pool file for a master project
- Prepare to take the Microsoft 70-632 certification exam (Microsoft Office Project 2007, Managing Projects)

## Topical Outline

### **Module 01: Project Management Overview**

#### **What is a Project?**

#### **Understanding the Project Management Process**

*Definition*

*Planning*

*Execution*

*Control*

*Closure*

### **Module 02: Microsoft Office Project 2007 Overview**

#### **Introducing the Global.mpt File**

#### **Using the Project Guide**

#### **Understanding the Planning Wizard**

#### **Navigating in Microsoft Office Project 2007**

*Tips for Using the Scroll Bars*

*Using the Zoom In and Zoom Out buttons*

*Using the Scroll to Task button*

*Using Screen Tips and Tool Tips*

#### **Understanding Gantt Chart Symbols**

*Reading a Gantt Chart*

*Understanding Gantt-Optimized Scheduling Benefits*

#### **Creating a Three-Tiered Timescale Bar**

## **Module 03: Inside Microsoft Office Project 2007**

### **Understanding the Microsoft Project Data Model**

#### **Understanding Views**

*Using Single-Pane and Combination Views*

#### **Understanding Tables**

#### **Understanding Filters**

#### **Understanding Groups**

## **Module 04: Project Definition**

### **Defining a New Project**

*Step #1 – Set the Project Start Date*

*Step #2 – Enter the Project Properties*

*Step #3 – Display the Project Summary Task*

*Step #4 – Set the Project Working Schedule*

*Setting the Daily Working Schedule*

*Creating a New Base Calendar*

*Step #5 – Set Options Unique To This Project*

*Step #6 – Save the Project*

## **Module 05: Project Task Planning**

### **Understanding the Task Planning Process**

*Creating a Task List Manually*

*Using a Template*

### **Understanding Change Highlighting**

#### **Using Basic Task Planning Skills**

*Entering and Editing Tasks*

*Moving Tasks*

*Inserting Tasks*

*Deleting Tasks*

*Creating the Work Breakdown Structure (WBS)*

*Creating Milestones*

*Adding Task Notes and Cell Background Formatting*

#### **Using Task Dependencies**

*Understanding Task Dependencies*

*Setting Task Dependencies*

*Removing a Task Dependency*

*Using Lag Time with Dependencies*

*Using Lead Time with Dependencies*

*Using Alternate Methods to Set Dependencies*

**Setting Task Constraints and Deadline Dates**

*Setting Constraints*

*Adding Notes on Tasks with Constraints*

*Understanding Flexible and Inflexible Constraints*

*Understanding Planning Wizard Messages about Constraints*

*Using Deadline Dates*

*Viewing Missed Constraints and Deadline Dates*

**Assigning Task Calendars**

**Understanding Duration-Based and Effort-Based Planning**

*Estimating Task Durations*

**Understanding Task Drivers**

**Creating Recurring Tasks**

**Module 06: Project Resource Planning**

**Defining Project Resources**

**Entering Basic Resource Information**

**Entering Custom Resource Information**

*Entering General Information*

*Changing Working Time*

*Setting an Alternate Working Schedule*

*Entering Nonworking Time*

*Setting Working Schedule Changes*

*Entering Cost Information*

*Entering Resource Notes*

*Using the Custom Fields Page*

**Module 07: Project Assignment Planning**

**Understanding Assignments**

*Using a Work Estimation Methodology*

*Assigning Resources Using a Best Practice*

**Using the Task Entry View**

**Understanding the Duration Equation**

*Understanding Task Types*

*Understanding Programming Biases*

**Setting the Cost Rate Table**

**Assigning Material Resources**

**Using Effort Driven Scheduling**

*Using Non-Effort Driven Scheduling*

**Using the Assign Resources Dialog**

*Using Resource Substitution*

**Understanding Resource Overallocation**

*Locating Resource Overallocations*

**Leveling Overallocated Resources**

*Using a Leveling Methodology*

*Leveling an Overallocated Resource*

*Viewing Leveling Results*

*Clearing Leveling Results*

*Setting Task Priority Numbers*

**Module 08: Project Execution**

**Understanding the Execution Process**

**Viewing the Critical Path**

**Working with Project Baselines**

*Saving a Project Baseline*

*Saving a "Rolling Baseline"*

*Saving Over a Previous Baseline*

*Viewing the Project Baseline*

*Clearing the Project Baseline*

*Using Additional Baselines*

**Tracking Project Progress**

*Entering % Complete*

*Entering Actual Work and Remaining Work*

*Using a Daily Timesheet*

**Rescheduling Uncompleted Work**

**Module 09: Variance Analysis**

**Understanding Variance**

*Understanding Variance Types*

*Understanding Actual vs. Estimated Variance*

**Analyzing Project Variance**

*Analyzing Date Variance*

*Analyzing Work Variance*

*Analyzing Cost Variance*

**Using Custom Views to Analyze Variance**

*What Is A View?*

*Creating a New Custom View*

**Creating a Custom Table**

**Creating a Custom Filter**

**Creating a Custom Group**

**Creating a New Custom View**

*Creating a Combination View*

**Using the Organizer**

*Copying Custom Objects*

*Renaming and Deleting Custom Objects*

**Module 10: Plan Revision and Change Control**

**Revising a Project Plan**

*Potential Problems with Revising a Plan*

**Using a Change Control Process**

**Inserting New Tasks in a Project**

**Rebaselining Your Project**

*Rebaselining the Entire Project*

*Backing Up an Original Baseline*

*Rebaselining Only Unstarted Tasks*

*Saving a Baseline for Selected Tasks*

**Viewing Multiple Baselines**

**Module 11: Project Reporting**

**Reporting in Microsoft Office Project 2007**

**Printing Views**

*Using Page Setup*

*Creating a Header or Footer*

*Using the Print Dialog*

**Printing Reports**

*Understanding Report and View Interaction*

## **Understanding Report Definition**

### **Creating Custom Reports**

*Creating Custom Monthly Calendar Reports*

*Creating Custom Crosstab Reports*

### **Using Visual Reports**

*Viewing a Visual Report*

*Customizing a Microsoft Office Excel 2007 Visual Report*

*Customizing a Microsoft Office Visio 2007 Visual Report*

*Saving Local OLAP Cube Data*

### **Creating Visual Report Templates**

*Editing Visual Report Templates*

*Managing Your Visual Report Templates*

## **Module 12: Project Closure**

### **Using Project Closure Methodologies**

#### **Closing a Project**

*Cancelling Unnecessary Tasks*

*Marking Milestones as Complete*

#### **Saving a Completed Project as a Template**

*Creating a New Project from a Template*

#### **Using the Compare Project Versions Tool**

## **Module 13: Working with Fields**

### **Understanding Custom Fields**

#### **Defining Custom Fields**

#### **Defining Custom Outline Codes**

## **Module 14: Project Costing**

### **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*

## **Module 15: Importing and Exporting Project Data**

### **Exporting Project Data**

*Exporting to an Excel Workbook*

### **Importing Project Data**

*Importing from an Excel Workbook File*

## **Module 16: 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**

## **Module 17: Microsoft 70-632 Certification Exam Preparation**

### **Certification Exam Information**

*Certification Exam Overview*

*Registering for the Certification Exam*

*Review of Certification Exam Knowledge and Competency Requirements*

*Tips for Taking and Passing the 70-632 Certification Exam*

### **Microsoft 70-632 Certification Exam Practice**