

# Project 07 Introduction

## Project 07 Introduction course details

Duration: 2 Days

### you will learn to

- Become familiar with the Project environment
- Create a project and project calendar
- Enter tasks and assign task durations
- Create relationships between tasks
- Introduce leads and lags
- Modify the Gantt chart
- Handle resources and create resource calendars
- Use the Gantt chart to reduce critical paths and costs
- Track the project
- Print reports

### the next step

Eager to learn more? We recommend:

- Project 07 Advanced
- Fundamentals of Project Management
- Developing Powerful Teams

### course dates

Visit [www.TP3.com.au](http://www.TP3.com.au) for our latest course schedule or call us on 1300 658 388.

**This course is for anyone who wants an introduction to the Project environment as it shows you how to set up projects and tasks, assign task relationships and enter resources. You will also learn how to track the project, displaying data in a variety of forms and charts. When changes to tasks occur, you will be able to modify and fine-tune the project.**

## The learning process

### Before the course

Before attending this course, you should be familiar with the fundamental concepts of project management. Ideally, you have run or been involved in a project. Having a basic knowledge of Microsoft Excel is also useful but not essential.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

### During the course

This course will provide you with the tools to exercise greater management control over projects, enabling you to track the project and to analyse the effect of changing project variables all at the click of a button.

### After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"Overall this course was very insightful and will benefit me to use the concepts in the workplace. The trainer provided useful examples and reference guides."

"Very good material.... it can be used as solid resource for continual improvement after the course."

## Project 07 Introduction course content

### Define The Project

- The Project Management Process
- Defining the Project and Scope
- The Time Frame for the Project
- The Project Budget
- The Purpose of the Project

### Microsoft Project Overview

- What is Microsoft Project?
- Project Management Tools
- Gantt Charts
- Project's Window, View and Menu Bars
- Project Table Basics
- Deleting and Clearing Data

### Starting The Project And Entering Tasks

- Base Calendars
- Entering Tasks
- Assigning Task Durations
- Milestones

### Working With Subtasks

- Adding a New Task
- Creating a Project Outline
- Viewing Levels of Detail

### Task Relationships

- Types of Relationships
- Changing Task Relationships
- Dangling Tasks
- Lags and Leads
- Using the Gantt Chart Wizard

### Resources

- Entering Resources
- Assigning Resources and Effort Driven Scheduling
- Working with Effort Driven Scheduling

### Displaying Project Data

- View, Table or Form?
- Creating a Custom Table

### Filtering And Sorting Project Data

- Filtering Project Data
- The Filter Box
- Sorting Project Data
- Renumbering the Resource Sheet

### Modifying The Project

- Deleting and Clearing Data
- Formatting Text Styles
- Recurring Tasks
- Fixed Duration Scheduling
- The Tracking Toolbar

### Fine Tuning The Project

- Working to a Deadline
- Reducing Project Costs

### Resource Leveling

- Resource Leveling and Setting the Baseline
- Leveling Overallocated Resources
- Task Priority
- Leveling and Tracking Gantt View

### Tracking The Project

- The Current Date
- Filtering the Project to see Current Progress

### Templates

- Using and Editing a Template

### Reports And Printing

- Reports and Printing
- Changing the Formatting of Reports
- Page Setup

### Annex: A

- Network Diagram View

### Annex: B

- The Resource Leveling Tool

### Annex: C

- What's New in Project 2007

## Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

## Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

## Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

### Prepare: Pre-work

Reflecting on and aligning learning outcomes.

### Learn: During the course

Focusing on relevance to on-the-job outcomes.

### Apply: Post-work

Action plans and post-work encourage follow up.

### Measure: ROI

Calculate and report on some aspect of return on investment.

## CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

## Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

**For more information on this course, or to view the latest course schedule, visit our website [www.TP3.com.au](http://www.TP3.com.au) or call us on 1300 658 388.**