



COURSE : **MICROSOFT OFFICE 2007: ENTERPRISE PROJECT MANAGEMENT AND WEB ACCESS FOR PROJECT MANAGERS**

Microsoft Project is a tool for implementing project management principles and practices. This course provides not only the information about which buttons to press and where to type project dates but also the conceptual framework to make computerized project management work for you. We use relevant examples of projects from many industries and disciplines and will show you how to address, control, and overcome real-world constraints to ultimately enrich your Microsoft Project experience and make you a better project manager

DATE:	As per schedule
TIMES:	As per schedule
DURATION:	5 DAYS
VENUE:	ON-SITE
APPROACH	Hands-on, group paced, classroom-delivery learning model with structured hands-on activities
GROUP SIZE:	As per quotation
COURSE DOCUMENTATION:	<ul style="list-style-type: none">• Microsoft Office EPM 2007 BIBLE• Microsoft Office EPM courseware• User Competency Assessment• Certificate of competence
TARGET AUDIENCE:	Project Managers
PREREQUISITES:	A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office AND a desire to succeed as a Project Manager.
COST PER DELEGATE:	As per quote

HIGH LEVEL COURSE OUTLINE

Project Management Basics

- Project Management Intro
- Project Management Framework
- Project Management Integration
- Project Scope Management
- Project Timing and Management
- Project Cost Management
- Project Quality Management

- Communication Management
- Project Human Resource Management
- Project Risk Management
- Project Procurement Management

Getting your project going

- Exploring the MS Project environment
- Creating a new project
- Building tasks
- Creating resources and assigning costs

Refining your project

- Understanding the basics of views
- Using views to gain perspective
- Modifying the appearance of your project
- Resolving scheduling problems
- Resolving resource problems

Tracking your progress

- Understanding tracking
- Recording actuals
- Report on progress
- Analyzing financial progress

The Nature of Projects

- Understanding Projects
- Exploring project management
- Critical path and slack
- Durations and milestones
- Resource-driven schedules and fixed-duration tasks
- Diagrams that aid project management
- Dependencies
- Managing projects with project management software
- What's required of you
- What Microsoft Project can do to help
- The Life Cycle of a Project
- Identifying your goal and the project's scope
- Planning
- Revising
- Tracking
- Learning from your mistakes

Coordinating Multiple Projects outside Project Server

- Consolidating Projects
- Setting up to use consolidation
- Inserting a project
- Using inserted projects and their source files
- Consolidating all open projects: A shortcut
- Moving subprojects within a consolidated project
- Understanding Consolidated Projects and Dependencies
- Linking tasks across projects
- Changing links across projects
- Consolidated projects – to save or not to save
- Viewing Multiple Projects
- Viewing the Critical Path across Projects
- Sharing Resources Among Projects
- Creating a resource pool and sharing the resources
- Opening a project that uses a resource pool
- Updating information in the resource pool
- Quit sharing resources

Project Server and the Day-to-Day User (Collaboration)

- Logging on to Project Web Access
- Reviewing the Home Page
- Customizing the Home Page
- Viewing Information
- Working with your tasks
- Entering time on tasks
- Submitting task updates
- Adding tasks
- Reassigning a task
- Working with your timesheet
- Entering time
- Saving timesheet entries
- Reporting administrative time
- SharePoint Services - discussion forums
- SharePoint Services - Surveys
- SharePoint Services - Meeting place
- Project Web Access and Microsoft Outlook
- Integrating the Outlook Calendar with Project Web Access
- Importing Project Web Access assignments into Outlook
- Updating Project Web Access with Outlook information
- Working with Documents
- Reporting Status

Importing and Exporting Project Information

- Understanding General Importing and Exporting Concepts
- Exporting Information
- Sending Project data to Excel
- Sending Project data to Microsoft Word
- Exporting Project information to a graphic image
- Importing Information
- Inserting another project
- Importing Office files
- Bringing Excel workbook information into Project
- Bringing Access database information into Project
- Bringing Outlook task lists into Project
- Bringing Word document information into Project
- Troubleshooting
- Project imports invalid information
- The values of imported information change
- The imported project is empty
- Project displays imported information in the wrong fields

Visit our training page on www.cisnig.com for the latest events schedule or contact our Training Administrator on +234-01-2160684 or +234-08086551789