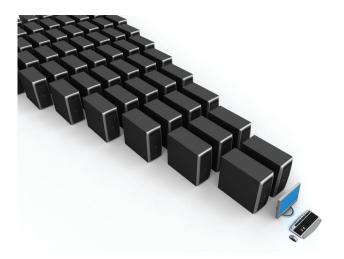# Explore MS Project 2007

Learn cutting-edge MSP 2007 skills, cool tips and tricks

Microsoft Project is a very powerful scheduling tool. With power however comes complexity and you may find yourself spending more time fighting the software or attempting to force it to do what is in essence an easy task.

Fight no more! With this one day fast paced hands-on course you will learn all the basics plus some tips and tricks that most people never take the time to learn! Upon completion of this course you will be able to confidently build and track project schedules with precision.

COURSE DESCRIPTION

What is covered

This course will help you to:
- What's new in MS Office Project 2007
- Planning a Project: WBS, PDM networks, Gantt Charts
- Allocating Tasks and Resources
- Optimizing Schedules
- Dealing with multiple projects
- Project monitoring and controls
- Tracking and evaluating performance
- Handling Variances
- Generating Reports

Who should attend?

Project managers, project schedulers and planners, program managers, PMO Managers.

Why join the course on MS Project 2007?

"Garbage in- garbage out" rule is very likely to apply if one does not understand how project management methodology works.

We developed this course to complement our basic courses on project management principles "The Art of Project Management" and the "Art of Project Management for IT/IS Projects".

We strongly recommend participating in one of our fundamental project management courses prior to the MS Project course in order to understand what data a project manager should look for before starting to enter numbers and tasks into the software.

However, a person with no project management experience or knowledge background could also attend the MS Project 2007 course as an introductory course to the software. The workshop includes a brief brainstorming part to help participants with limited project management experience justifying data input.

Training methodology

This is a hands-on training with personal computers. Participants work on their own PCs to become familiar with menus, views and reports with sample project data. The course combines a review of the Tools and Techniques of Project Planning and Control with hands-on individual work using the software.

Participants will brainstorm two different projects, then enter the information into the computer software. The result of this course is a cohesive fast-paced experience, where all the solutions are provided by the instructor but discovered by the participant on their own.

Course Leader

Gerasimos Kontaxis, is an experienced MS Trainer with over 7 years of training experience in MS Office software tools. He has a Bachelor in Computer Information Systems, MS Office Master Certification and MS Project 2007 Certification. He has taught several courses in MS software in private and public schools, while he teaches all levels of MOS certification in the Hellenic American Union. He has also offered specialized MS Office courses for a number of companies such as Alpha Bank, Hertz, Gennadius Library, Qualco and others. Mr. Kontaxis, has completed a series of theoretical and practical workshops on project management training at the HAU Center of Excellence in Project Management. He has also attended specialized train-the-trainer courses from project managers and professional MS Project 2007 expert users in order to develop courses that combine project management theory with the MS Project 2007 software tool.

Course Dates

22/1/2010	29/3/2010 (Thessaloniki)	25/6/2010
12/2/2010	16/4/2010	15/10/2010
19/3/2010	14/5/2010	19/11/2010

8 hours: 9:00 – 17:00

Earn 8 PDUs

PMI Project Management Institute — Registered Education Provider

PROJECT MANAGEMENT EXCELLENCE

PART A

Introduction to MS Project 2007
- Getting started (Project title, etc)
- Introduction to MS Project Menus
- Introduction to MS Project Views and Tables

Planning
- A brief review of team building behaviors during planning (accountability, responsibility, control, communication)
- Developing project goals and objectives (stakeholder agreement)
- Creating a WBS by outlining: criteria analysis (task control)

The project organization and scheduling (accountability, ownership, communication)
- Entering project data (from team's brainstorming sessions)
- Building a project schedule using PDM networks and Gantt Charts
- Scheduling basics
- Evaluating and adjusting the schedule – some hints
- Creating resource pools
- Allocating resources to the schedule
- Creating summary tasks and sub-projects

Control
- Tracking progress – some hints
- Earned Value metrics
- The 50/50 rule for percent complete of work in progress

Let's try it – Computer workshop #1:
The Gantry construction project
Participants will work on their own PCs to become familiar with menus, views and reports by inputting sample project data. They will first work manually using the data from the brainstorming sessions and then they will input the data on the computer

PART B

Multi-projects, controlling, variances, and reports
- Dealing with multiple projects
- Freezing the baseline plan
- Project monitoring and controls
- Tracking and evaluating performance (timecards vs estimates to complete)
- Comparing actual work and earned value of deliverables to the baseline
- Variance analysis
- Types of computer-generated reports

Let's try it again – Computer workshop #2:
Your company project OR Quodlibet Energy conservation project
Participants will use the manual data generated in previous planning workshops for input to the computer. All attendees will be given instructions for quickly entering data into the software. In addition, for those who haven't attended previous planning workshops, as well as for the rest of the group, the instructor will provide some step-by-step program solutions for both the Energy Conservation Project and the Gantry Project.

Participants will store their own solutions on a disk for comparison to the instructor's solution for both computer workshops.

Instructor's input:

Microsoft Project Solutions for the Gantry Project
Screen shots of manual work with team
Microsoft Project results

Microsoft Project Solutions for the Energy Conservation Project
Screen shots of manual work with team
Microsoft Project results

Registration Fee: 160 euros – special price for former participants of our project management courses
Standard Fee: 190 Euros