

Managing Projects with Microsoft Project 2007

Managing project using Microsoft Project 2007 is a 2-day course for project managers and everyone who wishes or is tasked with using Microsoft Project, the most popular project scheduling software system. Attendees will learn to utilize the power of this tool to plan, track, and manage real projects in a proven, effective way using the *Agile & Integrated Project Management*[™] process as well as traditional project management PMI-based methods.

The course begins with a brief review of project management basics and covers the entire project planning lifecycle. Starting with a common project, we'll work through developing a work breakdown structure (WBS), planning and optimizing the plan, setting a baseline, applying resources, tracking, and reporting progress.

The course focuses on practical application of the tool to manage projects, and is not just an extended demonstration of features (as so many courses on this subject tend to be). Students will leave with a full "toolkit" of best practices and procedures to use when managing projects.

Topics covered include:

- Developing a work breakdown structure (WBS)
- How, why, and when to create dependencies between tasks
- Determining the appropriate level of detail for planning tasks
- When to use constraints
- Understanding and displaying the critical path
- Proven ways to optimize your project plan
- The importance of setting a baseline
- Working with views, filters, groups, and other ways to report on your project
- Managing resource issues on a project
- Different ways to effectively estimate task duration
- Communicating project information to your sponsor and project team
- Best practices for gathering status and maintaining your plan
- Using Microsoft Project data with other tools (PowerPoint, SharePoint, etc.)
- Brief look at Project Server for distributed project management
- What's next – sneak peek at Project 2010