
SAMPLE SYLLABUS

LEVEL ONE

M1 Project Management

Microsoft Project.....	
Microsoft Office Project 2007 edition comparison	
Project 2007 Standard Vs Project 2007 Professional	
Understanding Project Management	
MS Project Language	
Terminology.....	
Starting MS Project.....	
Start MS Office Project Application	
Using Help.....	
MS Project- The Screen	
Elements of the Default View	
The Project Guide	
Using the Project Guide in Project 2007.....	
Customising the Project Guide in Project 2007	
Views and Tables	
The Tracking Gantt View	
MS Project - Menus	
MS Project - The Toolbars	
Loading and Viewing a Project	
Change the View.....	
Test the 'Group By' Feature	

Exercise: Change the Project Start Date

Exit Project.....

Project Management.....

The Stages of Project Management

Monitoring and Adjusting.....

Project 2007 - Operational Basics.....

Highlights.....

A Work Breakdown Structure (WBS).....

M2 Planning the Project

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Complete the Project Definition.....

Where to Begin with MS Project

Starting a New Project.....

Project Properties.....

Exercise; Viewing a Project with Network Diagram

Arrangement of boxes in the Network Diagram view

Creating Calendars of Working/ Non-Working Time.....

Factors to Convert Duration Units into Hours.....

Creating a New Base Calendar

2007: New Tabs to Set Default Working/ Non-Working Times.....

Other Work Week settings

Exception days to Work Week settings

Displaying a Specific Calendar on the Gantt Chart

Save the New Project File.....

Ending a Project Session.....

Closing a Project

M3 Task Entry and Task Linking

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Using the Gantt Chart View to Enter Tasks	
Outlining Tasks into Summary and Subtasks Tasks	
Inserting an Additional Task	
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Moving a Task.....	
Copying a Task.....	
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Saving Your Work	
Using the 'Fill Handle' to Enter Repeat Data	
New In 2007: 'Change Highlighting'	
The Task Information Box.....	
The Task Entry View	
Entering Task Durations	
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Durations 'Questionable' Indicator '?'	
Expanding or Contracting the Timescale	
Change the Calendar Displayed on the Gantt Chart.....	
New in 2007: Apply Fill Colours to Selected Cells for Emphasis.....	
Display the Button to Show 'Project Statistics'	
Exercise: Add Tasks to your Project.....	
Linking Tasks.....	
Linking Non-Summary Tasks.....	
Do Not Link Summary Tasks	
Unlinking Tasks	
Editing the Relationship between Two Tasks.....	
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Exercise; Link and Outline Tasks
Create Deadlines and Constraints for Tasks
Resolving Scheduling Conflicts
Recurring Tasks.....
Quick Reference

M4 Resources and Resource Management

Assigning Resources to Tasks
Defining your Resources.....
Creating a Resource Calendar
Additional Resource Information
Assigning Resources to Tasks
Assistance in Finding Resources with Available Working Time
New In 2007: Costs of Resources on the Selected Task are Displayed.....
Displaying the Resource Graphs in the Assign Resources Dialogue Box
Assigning Additional Resources to Reduce Task Duration
Using the Task Entry View for Reallocating Work between Resources.....
How Ms Project Recalculates the Task Duration.....
New In 2007: Viewing the 'Task Drivers'
Using 'Material' Resources
Assigning Variable Material Consumption
Fixed Material Consumption
QUICK REFERENCE

LEVEL TWO

M1 Managing the Project with Views and diagrams

Exercise; Preparing a project for analysis and tracking

Using and Customising Gantt Charts

Using Network Diagrams

Elements of the Network Diagram

Setting Network Diagram Views.....

The Network Diagram in a combination view

More about Tables

Applying Filters

Working with Tables and Filters

WBS Codes and Viewing a WBS.....

Custom WBS Codes

To change WBS Codes

M2 Updating and Examining the Project

Updating Tasks with Task Views.....

Adding New Tasks on the fly

Tracking and Updating Tasks Effectively

Exercises; Updating Tasks.....

Editing Task Details.....

Modifying Tasks Using the XP Smart Tag Feature

Using the Project Guide to set up Tracking

The Cost Factor

Cost Accrual Options
Viewing the Cost Factor.....
Viewing Cost Totals for Resources and Tasks.....
Tracking Progress
The Interim Plan
The Gantt Chart and the Critical Path
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Changing deliverables or scope.....
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M3 Printing and Reporting

Page Setup and Gantt Settings
Printing Charts, Forms and Sheets
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Use the Project Guide to summarise and report.....
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What You Can Print
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M4 Multiple Projects and Resource Sharing

The Resource Pool

Practical; Create a Resource Pool

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Managing Resource Pool Assignments.....

Adding Sub Projects.....

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Consolidating Projects

The Organizer

Compare Project Versions

LEVEL THREE

M1 Managing the Project

Management Criteria

Managing Time

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Managing Resources

Identifying Resource Over-allocations.....

Resolving Resource Over-allocations Manually.....

Resolving Over-allocations Using Resource Leveling

M2 Special Features and Advanced Analysis

Use the Course Development project

Modifying the Display (Shortcuts).....

Task Usage and Resource Usage views

Charting Data.....

Importing from Office Applications

Using 'Grouping'

Note; Columns and Totals in Reports

M3 Collaborative Features and Project Server

Sample Templates

Use a Sample Template

Automatically Launching a Template

Exporting Data to HTML

M4 Customisation

Customisation.....

Custom Reports

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Adding Columns to Tables

Custom Filters.....

The Filter Definition dialog box

Assignment; Create an Interactive Filter.....

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Using The Organizer to import/export views

M5 Overview of MS Project Macros and VBA

The VBA Macro Editing Program

The VB Editor

Working With Modules

Editing Macros.....

Overview of Object Hierarchy

Common Objects

Application Object

Application Object Methods.....

Exercise 1.....

Options & Levelling Properties
Exercise 2
Corresponding Application Methods.....
CurrentView, CurrentTable and CurrentFilter
List Collections.....
Exercise 3 (Apply A View)