

Microsoft Office Project 2003 & Project 2007 Core Essentials

Microsoft Project Training for Project 2003 and Project 2007

Interactive Instructor Based
Video Training Course

Effectively using Microsoft Office Project 2003 or Project 2007 are key to a project manager's successful organization, visibility, and productivity. KeyStone teamed up with the project management training industry leader PMPi (Project Management Practice, Inc.) to deliver the absolute best and most relevant Project 2007 training for professionals. Robert Happy of PMPi trains top companies around the world, and now you can have the professional training large companies are receiving at the lowest cost seen, yet.

Trainer Information:



Robert Happy, PMP, Senior Consultant & Executive Team Member

Over the past 15 years, Robert Happy has consulted with hundreds of organizations involving thousands of employees to establish effective Project Management practices. This includes both private and public sector organizations spanning across many industries and working with all levels of staff members from project teams to senior executives. Robert continues to consult with organizations with one mission in mind – optimizing the application of project management customized to meet each organizations unique business requirements.

Over the years, Robert has focused much of his time working with a variety organizations ranging from 3M, NASA, National Research Council, Royal Canadian Mounted Police, Bell Helicopter-Textron, Fifth Third Bank, Takeda Pharmaceuticals, US Marine Corps, United Way, Abbott Laboratories, Amgen and Genentech, to name only a few, developing project management offices (PMO's), methodologies, processes and information systems to support a variety of application areas.

Robert is currently an authorized Senior Level II Consultant with Franklin Covey Corporation and an Executive Team Member and Officer of the Project Management Practice, Inc. (PMPi). Prior to joining PMPi and Franklin Covey he was founder and President of Project Consulting Group, Inc. Before that Robert was Executive Vice President for Time Line Solutions Corporation, a Symantec Subsidiary, specializing in automated project management solutions, and was Managing Partner for the Project Management Center which is a consulting organization specializing in Project Management. Currently, Robert also has responsibility to build the consulting and technology programs within the Project Management Practice.

Robert is also author of Implementing An Effective Project Management Culture, which was presented and published at the 2001 Project Management Institute's (PMI) international symposium & proceedings. Robert also recently presented a case study with Abbott Labs at the prestigious international Drug Information Association Symposium. Robert has also published a number of Articles for Microsoft Corporation posted on Office Online and is a contributor to The Project Management Scorecard.

Robert graduated with a Bachelor of Business Administration (BBA) from the University of New Brunswick on the Deans List and attended Carleton University for Graduate Studies in Management (MMS). While Robert is certified by Franklin Covey at the highest Level of Project Management he has also been a member of PMI for over 10 years and fluent with the application of the Project Management Body of Knowledge (PMBOK). Robert is also part of an elite group, which is a Microsoft Project Premier Partner Certified organization.

Robert continues to work with organizations around the world to implement successful project management solutions applying proven effective techniques. In his spare time Robert is an avid Hockey Player and Coach. Robert has coached youth hockey teams to three regional championships, two state championships and over 10 USA Hockey sanctioned tournament championships. Robert has a family with his wife Charlotte and three boys – Nicholas, Alexander and Lucas.

>> About This Course:

For all users of Microsoft Project who need to plan, track and communicate effectively for any type of project. Whether you are a manager, planner or coordinator – if you want to use Microsoft Project effectively this course will ensure your success with the application and provide you with powerful tools and techniques to better manage your projects. We have been training with Microsoft Project since its release approximately 15 years ago and as such have developed proven effective techniques on using Project in conjunction with best practices around project management. Project is not like using other Microsoft Office products such as Word, Excel or PowerPoint in that it requires you to have some “core” knowledge and understanding of both project management in conjunction with the application. This course ties both the key project management concepts with the appropriate functions in Microsoft Project resulting in your increased productivity and effectiveness. This neither is a beginner, intermediate or advanced course, but rather a comprehensive program with the core building blocks to support your projects from beginning to end focusing on proven effective training methods to support you through the planning, implementation and closing out of projects. So no matter what level of expertise you have with project this course will support your efforts in optimizing your use of Microsoft Project.

>> Microsoft Office Project 2003/2007 - Core Essentials

1.0 Microsoft Project Fit Into Project Management

- 1.1 What Is a Project?
- 1.2 What Is Project Management?
- 1.3 What Skills Do You Need as a Project Manager?
- 1.4 What are Some Key Challenges Facing Project Managers Today
- 1.5 Why is Project Management Important in Today's World?
- 1.6 Strategic Fit of Project
- 1.7 How is Project 2007 an Enabling Tool?
- 1.8 How does Project 2007 Help Manage Project Constraints?
- 1.9 What is the Microsoft Office Enterprise Management (EPM) Solution?
- 1.10 Improved Business Results with a Proven Effective Approach

2.0 Understanding the Microsoft Project Environment

- 2.1 Getting Started
 - 2.1.1 The Project Window
 - 2.1.2 Getting Started Task Pane – Getting Help and Creating New Plans (Templates)
 - 2.1.3 Project Guide & Importing Tasks From Excel
 - 2.1.4 Moving from the Default Gantt View to Other Views
 - 2.1.5 Moving Around Text Area vs. Bar Area
- 2.2 Key Option Settings
 - 2.2.1 Project Summary Task & Outline Number
 - 2.2.2 Default Task Type (Fixed Duration, Fixed Work, Fixed Units)
 - 2.2.3 Other Option Settings
- 2.3 Working with Calendars
 - 2.3.1 Change Working Time & Creating New Calendars
 - 2.3.2 Applying Project Calendars and Task Calendars
 - 2.3.3 Applying Calendars to Resources
- 2.4 Project Information and the Project Start Date
 - 2.4.1 Defining The Project Start Date vs. Project Finish Date
 - 2.4.2 Project Information – Statistics, Status Date, Current Date, Calendar
 - 2.4.3 Displaying Project Start Date and Current Date in Gantt View
 - 2.4.4 Saving mpp files vs. published plans

3.0 Planning Effectively with Microsoft Project

- 3.0 5 Step Process To Scheduling Success
- 3.1 Step 1 – Enter Work Breakdown Structure (WBS) – Phases, Tasks and Milestones
 - 3.1.1 Understanding the WBS – organizing your phases, tasks and milestones.
 - 3.1.2 Importance of the Task Name Column
 - 3.1.3 Inserting, Deleting and Moving Tasks
- 3.2 Step 2 – Outlining Structure (Indenting/Outdenting)
 - 3.2.1 *Indenting/Outdenting Tools*
 - 3.2.2 Phases vs. Tasks vs. Milestones
 - 3.2.3 Show Outline Tool
- 3.3 Step 3 – Estimating Duration
 - 3.3.1 Understanding Duration vs. Work
 - 3.3.2 Entering Duration Estimates
- 3.4 Step 4 – Setting Dependencies
 - 3.4.1 Understanding Dependency Types
 - 3.4.2 Setting Dependencies/Links
 - 3.4.3 Task Constraints & Deadlines
 - 3.4.4 Understanding the Critical Path

- 3.4.5 Viewing the Critical Path
- 3.5 Step 5 – Assigning Resources (Hours and Costs)
 - 3.5.1 Setting-up Resource Pool
 - 3.5.2 Assigning Resources
 - 3.5.3 Project Budgets & Costs
- 3.6 Understanding The Microsoft Project Calculation Engine
 - 3.6.1 6 Key Things That Impact The Calculation of Time
 - 3.6.2 4 Key Things That Impact the Calculation of Cost
 - 3.6.3 Using Task Drivers & Highlight Changes

4.0 Communicating & Reporting with Microsoft Project

- 4.1 Understanding Project Views
 - 4.1.1 Reviewing Task Type Views
 - 4.1.2 Reviewing Resource Type Views
 - 4.1.3 Reviewing Split Screen Views
- 4.2 Using Tables
 - 4.2.1 Displaying Other Tables
 - 4.2.2 Inserting, Deleting or Moving Columns
 - 4.2.3 Creating New Tables
- 4.3 Using Filters
 - 4.3.1 Using Key Existing Filters
 - 4.3.2 Using the Autofilter
 - 4.3.3 Creating New Filters
- 4.4 Using Groups
 - 4.4.1 Understanding the Group function
 - 4.4.2 Group by Critical or Milestone
 - 4.4.3 Creating New Groups
- 4.5 Formatting Text and Bars
 - 4.5.1 Formatting Text Area
 - 4.5.2 Formatting Bar Area
 - 4.5.3 Formatting Gridlines
- 4.6 Custom Stakeholder Views
 - 4.6.1 Understanding What is View Specific
 - 4.6.2 Creating Custom Views for Reporting
 - 4.6.3 Custom Page Set-up Functions
 - 4.6.4 Using Pre-defined Reports
- 4.7 Generating Reports in Different Formats
 - 4.7.1 Copy Picture to Word or PowerPoint
 - 4.7.2 Saving As Excel Files
 - 4.7.3 Using Organizer to Exchange Data
- 4.8 Creating Master/Consolidated Plans
 - 4.8.1 Creating & Saving Master Plans
 - 4.8.2 Organizing Projects in Master Plans
 - 4.8.3 Updating Projects in Master Plans

5.0 Updating & Tracking with Microsoft Project

- 5.1 Setting Baseline
 - 5.1.1 What is a Baseline
 - 5.1.2 Using the Tracking Gantt view and Variance Table
 - 5.1.3 Setting a Baseline
 - 5.1.4 Clearing or Resetting a Baseline
 - 5.1.5 Saving Multiple Baselines
- 5.2 Updating Status With % Complete
 - 5.2.1 Using the Tracking Toolbar
 - 5.2.2 Viewing the Current Date
 - 5.2.3 Entering % Complete
- 5.3 Entering Actuals
 - 5.3.1 Using the Update Tasks Function
 - 5.3.2 Using the Tracking Table
- 5.4 Comparing Results & Taking Corrective Action
 - 5.4.1 Analyzing Slipped & Critical Tasks
 - 5.4.2 Using Notes to keep track of changes
 - 5.4.3 Manage Variance and Take Corrective Action
 - 5.4.4 Conclusion

6.0 Bonus- What's New in Project 2007

- 6.1 Items List of New Features
- 6.2 Review New Features in Project 2007