

Microsoft Office Project Professional 2007 Intermediate

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

Project 2010 is now available.

This page is no longer maintained, for up to date information on Microsoft Project Training please see our pages on WellingtonePPM.

Course Benefits:

Keeping track of the workload of your people and appreciating how change and overlapping commitments can be a headache. The ability to assess and review resource workload effectively and to then track and monitor their progress and performance against targets is invaluable.

Course Overview:

This course is designed for individuals who are familiar with the basic functions of Microsoft Project Office 2007 Professional. It covers the advanced functions and facilities available when Microsoft Project Office 2007 Professional is allied to the Enterprise Project Management solution Microsoft Office Project Server 2007 for the management of complex projects. At the end of the course delegates should be:

- able to use Microsoft Project Office 2007 Professional to monitor projects & resources and understand Project feedback.
- able to use Microsoft Project Office 2007 Professional to produce effective management reports

Course Booking:

Call us on 01753 621200 or email us to request information on how to book this course.

Course Pricing:

Pricing - £225.00 per person attending this 1 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Course Location:

Location - either "in-house" , at our Harpenden offices or a suitable 3rd party venue.

Course Duration:

One day. This course is designed to illustrate the power and versatility of Microsoft Project Office 2007 Professional and how it can provide managers at all levels with valuable project & resource status information.

Course Participants: Anyone who is familiar with the basic functionality of Microsoft Office Project Professional 2007 and wishes to use the advanced functions of Microsoft Project Office 2007 Professional to control more complex projects.

Pre-Requisites: Delegates should have attended the Microsoft Project Office 2007 Professional Essentials course.

Course Content

- • Enterprise Resource Pool concepts
- • Enterprise Resources & Generic Resources
- • Cost and Budget Resources
- • Build Team from the Enterprise dialogue box
- • Resource Information Definition
- • Resource Information – custom enterprise fields and advanced features.
- • Basic Resource Allocation & the concept of Resource Driven Scheduling
- • Assignment Information features.
- • Fixed Duration, Unit & Work task types.
- • Effort Driven Scheduling.
- • Changing preferences – task types and defaults.
- • Resource Substitution Wizard
- • Managing Resources using resource views.
- • Resource Management Toolbar
- • Resource over-loading & resource levelling.
- • Resource Views, Tables, Reports & Filters
- • SharePoint Documents, Deliverables, Issues & Risks
- • Recording Progress using the tracking toolbar.
- • Recording Progress using the Tracking Table
- • Recording Progress in Task Usage & Resource Usage Views
- • Task Updates from Team Members and Tracking Options
- • Progress Lines.
- • Perspectives on Progress – Project Statistics
- • Project Centre Views
- • Detailed analysis of current status – avoiding complacency.
- • Advanced Filtering features.

- Built in Report formats.

- Getting Accurate Team Status updates

- Techniques to resolve schedule conflicts.

- Variance Analysis ‐ The Review Process - comparing actual progress against the baseline and understanding what happened in your project.

- Overview of Project Server & Web Access

Related Courses:

Project Web Access for Team Members

Managing Enterprise Projects with Project 2007

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