



## Basics of Microsoft Project 2007

**GOAL:** Project management is a broadly practiced art and science. At its heart project management is a toolbox of skills and tools that help you predict and control the outcomes of endeavors undertaken by your organization.

**BENEFITS OF TRAINING:** This course is designed to lead you step-by-step through all the tasks you are most likely to want to perform in managing a project using Microsoft Project 2007.

**HOW THE PROGRAM WORKS:** The program features hands-on workshops to bring the techniques to life.

### PROGRAM OUTLINE:

You will learn about

- Build a project plan
- Schedule tasks
- Assign resources
- Manage dependencies
- Monitor progress
- Monitor costs
- Keep your project on track
- Format Gantt charts
- Communicate project data

**METHODOLOGY:** Training sessions are comprised of lectures combined with hands-on use of Microsoft Project 2007. Each student will perform exercises utilizing Microsoft Project 2007. Attendees receive a copy of *Project 2007 Step by Step* by Chatfield Johnson.

**WHO SHOULD ATTEND:** Project Managers and leaders; members of projects teams; manufacturing, information technology and service industry professionals; engineering, new product and R&D professionals; and others involved in projects.