

## MS5927 - Office Project 2007 - Gestion de Projets

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**Objectifs** This three-day instructor-led course provides students with the knowledge and skills to build, maintain, and control well-formed project plans. This is the first course in the Microsoft Office Project 2007 Official Curriculum series and will serve as the entry point for other Microsoft Official Curriculum (MOC) courses covering Microsoft Office Project 2007 and the Microsoft EPM 2007 Solution

**Pré requis** This course is intended for both novice and experienced project managers and schedulers. These individuals would be involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects and supporting other users of MS Office Project. A familiarity with key project management concepts and terminology is recommended as well as basic Windows navigation skills. Experience using Microsoft Office Project to create project schedules : Fundamental knowledge of project management, Experience with the Microsoft Windows XP or Windows Vista™ operating system, Experience with Microsoft Office Excel 2003.

**Durée** 3 jours

### Contenu

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**Module : Getting Started with Office Project Server 2007**

- Describing the Enterprise Project Management Context

**Module 1: Getting Started with Microsoft Office Project 2007**

- Understanding the Nature of Projects
- Discovering Project 2007
- Understanding Project 2007 File Types
- Navigating the Project 2007 Interface
- Getting Help and Guidance
- Configuring Options

**Module 2: Creating and Defining Projects**

- Creating and Saving Projects
- Defining Properties and Options
- Creating and Organizing the Task List
- Importing Data
- Modifying and Applying Calendars
- Setting Scheduling Options

**Module 3: Working with Estimates and Dependencies**

- Entering Task Estimates
- Using A PERT Analysis to Estimate Task Duration
- Linking and Unlinking Tasks by Using the Gantt Chart View
- Linking and Unlinking Tasks by Using the Network Diagram View
- Adding Lag or Lead Time to a Linked Task

**Module 4: Working with Deadlines, Constraints, and Task Calendars**

- Introducing Deadlines, Constraints, and Task Calendars
- Creating and Modifying Deadlines
- Creating and Modifying Constraints
- Creating and Modifying Task Calendars
- Identifying Critical Tasks
- Working with Task Driver

**Module 5: Working With Resources**

- Introducing Resources, Assignments, and Budgeting
- Adding Resources to the Resource Sheet

- Creating and Modifying Resource Assignments
- Entering Project Budgets

**Module 6: Predicting Behavior by Using Task Types and the Scheduling Formula**

- Using Task Types and the Scheduling Formula
- Changing Variables and Predicting Behavior
- Applying Task Types to Produce Predictable Behavior
- Special Situations with Effort-Driven Scheduling

**Module 7: Customizing and Formatting**

- Formatting Screen Elements
- Creating and Modifying Templates
- Creating and Modifying Fields, Tables, and Formulas
- Creating and Modifying Filters and Groups
- Creating and Modifying Custom Views

**Module 8: Analyzing Resource Utilization**

- Introducing Resource Utilization Concepts
- Viewing Resource Assignments, Allocation, and Utilization
- Managing Resource Availability
- Optimizing and Leveling Resource Assignments

**Module 9: Tracking Progress**

- Working With Baselines
- Entering Duration Updates
- Entering Work Updates
- Entering Cost Updates
- Discovering Variances
- Troubleshooting and Getting Back on Track

**Module 10: Creating Reports**

- Selecting, Editing, and Creating Basic Reports
- Configuring Print and Page Setup Options
- Setting Options to Correct Printing Issues
- Exporting Reporting Data
- Creating and Modifying Visual Reports

**Module 11: Managing Multiple Projects**

- Introducing Management of Multiple Projects
- Creating Master Projects
- Creating Links Between Projects
- Calculating Single or Multiple Critical Paths
- Saving and Opening Multiple Projects
- Sharing Resources and Analyzing Resource Utilization Across Multiple Projects