

# Project 2007: Project Management Skills

## 2 Day Course Outline

Session	Content	Session	Content
<b>1</b>	<b>Introducing Project</b> <ul style="list-style-type: none"> <li>• Project Management Overview</li> <li>• Guidelines for Project Managers</li> <li>• Working with views</li> <li>• Starting a project</li> <li>• Saving a project</li> <li>• Looking at the calendar</li> <li>• Entering and editing tasks</li> <li>• Creating Milestones</li> </ul>	<b>5</b>	<b>Project Management</b> <ul style="list-style-type: none"> <li>• Resource levelling</li> <li>• Forms</li> <li>• Resource Calendars</li> </ul>
<b>2</b>	<b>Using Tasks</b> <ul style="list-style-type: none"> <li>• Outlining tasks</li> <li>• WBS definitions</li> <li>• Task relationships</li> <li>• Recurring tasks</li> <li>• Constraints</li> </ul>	<b>6</b>	<b>Tracking the project</b> <ul style="list-style-type: none"> <li>• Printing</li> <li>• Baselines/plans</li> <li>• Keeping track</li> <li>• Updating progress</li> </ul>
<b>3</b>	<b>Resources and costs</b> <ul style="list-style-type: none"> <li>• Resource pools</li> <li>• Using an external resource pool</li> <li>• Assigning resources to tasks</li> <li>• Additional uses</li> <li>• Project costs</li> </ul>	<b>7</b>	<b>Network Diagrams, Charts and reports</b> <ul style="list-style-type: none"> <li>• PERT Charts</li> <li>• Reporting</li> <li>• Customising the calendar</li> <li>• Default setting in Project</li> </ul>
<b>4</b>	<b>Formatting and filters</b> <ul style="list-style-type: none"> <li>• Formatting Tasks</li> <li>• Using the Gantt Chart Wizard</li> <li>• Formatting the Gantt Chart</li> <li>• Using Filters</li> <li>• Customising Filters</li> <li>• The Critical Path</li> </ul>	<b>8</b>	<b>Advanced views</b> <ul style="list-style-type: none"> <li>• Using views</li> <li>• Creating views</li> <li>• Combination views</li> <li>• Sharing views</li> </ul>

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