

**Course:****Microsoft® Office Project 2007: Professional**

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**Course Specifications**

Course number: 084627

Software: Microsoft® Office Project Professional 2007

Course length: 1.0 day(s)

**Course Description**

Microsoft Office Project 2007 Standard enables you to create and manage your projects in a standalone desktop environment. But to analyze projects, optimize resources, and prioritize work in a way that meets an organization's overall business objectives, you need to use a more encompassing project management solution. In this course, you will use Microsoft Office Project Professional 2007 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an Enterprise Project Management (EPM) environment.

**Course Objective:** You will use Microsoft Project Professional 2007 to create, coordinate, and communicate project information in a consistent and efficient manner within the framework of an existing EPM environment.

**Target Student:** This course is designed for a person who needs to create and manage projects in an existing enterprise environment to optimize resources, analyze projects, and prioritize work to meet overall business objectives.

**Prerequisites:** Students enrolling in this class should have an understanding of project management concepts and knowledge of a Windows operating system and a Web browser. They should also have taken the following Element K courses (or possess equivalent knowledge): Microsoft Office Project 2007 Level 1 and Microsoft Office Project 2007 Level 2 .

The following Element K courses would be helpful, but are not required: Project Management Fundamentals (online instructor-led course), Harvard Manage Mentor Project Management (online self-paced course), Project Management Fundamentals Parts 1 and 2 (online self-paced courses). Knowledge of Microsoft Office Word 2007, Microsoft Office Excel 2007, and Microsoft Office PowerPoint 2007 would also be helpful.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Hardware Requirements**

You will need two computers: one to act as the domain controller running Windows Server 2003 Standard Edition; and one to act as the Project Server running Windows Server 2003 Standard Edition, SQL Server 2000 Standard Edition, Project Server 2007. You will need one computer for each student, to act as a client machine running Microsoft Office Project Professional 2007 and Microsoft Office 2007 applications. All computers must meet the following minimum system requirements:

- Pentium IV 800 MHz CPU or higher.
- 512 MB of RAM (for domain controller and client machines)
- 1 GB of RAM (for Project Server)
- 10 GB of available disk space
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor

## Platform Requirements

- Microsoft® Windows Server 2003 (for domain controller and Project Server)
- Microsoft® Windows Vista™ Business Edition (for student computers)

## Software Requirements

- Microsoft Windows Server 2003, Standard Edition
- Microsoft® SQL Server 2000 Standard Edition
- Microsoft® SQL Server 2000 Service Pack 4
- Microsoft® SQL Server 2000 Analysis Services
- Microsoft® SQL Server 2000 Analysis Services Service Pack 4
- Microsoft® .NET Framework 3.0
- Microsoft® Office Project Server 2007
- Microsoft® Windows Vista™ Business Edition.
- Microsoft® Office Project Professional 2007
- Microsoft® Office 2007 Professional Edition
- Internet access (required for downloading service pack and .NET Framework)

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a new enterprise project on the Project Server.
- add resources to an enterprise project.
- establish a project baseline within the EPM solution.
- manage project updates.
- manage a project.
- manage project-related information.
- analyze a project within the context of the enterprise.

## Course Content

### Lesson 1: Creating a New Enterprise Project on the Project Server

Topic 1A: Establish Access to the Project Server

Topic 1B: Open an Existing Enterprise Project

Topic 1C: Create a New Enterprise Project Based on an Enterprise Template

Topic 1D: Save a New Project to the Project Server

### Lesson 2: Resourcing an Enterprise Project

Topic 2A: Substitute Enterprise Resources Automatically

Topic 2B: Build a Team from the Enterprise Resource Pool

Topic 2C: Add Local Resources to Tasks

### Lesson 3: Establishing the Project Baseline

Topic 3A: Publish an Enterprise Project to the Team

Topic 3B: Save a Baseline Version

### Lesson 4: Managing Project Updates

Topic 4A: Update a Project

Topic 4B: Update Task Progress

Topic 4C: View Update History

Topic 4D: Request Progress Information for Selected Tasks

Topic 4E: Mark Task Updates Submitted by Enterprise Resources

Topic 4F: Adjust Updates from Resources

**Lesson 5: Managing a Project**

- Topic 5A: Manage Costs
- Topic 5B: Manage Issues
- Topic 5C: Mitigate Risks

**Lesson 6: Managing Project-Related Information**

- Topic 6A: Change Managers for Assignments
- Topic 6B: Request Periodic Status Reports
- Topic 6C: View Responses
- Topic 6D: Upload a Document
- Topic 6E: AutoFilter Project-Related Files

**Lesson 7: Analyzing Enterprise Project Information**

- Topic 7A: Compare Versions of an Enterprise Project
- Topic 7B: View Projects in the Project Center