

## PROJECT 2007 INTRODUCTION

<b>Unit Standard</b>	<b>120385</b>
<b>NQF Level</b>	<b>4</b>
<b>Credits</b>	<b>7</b>
<b>Duration</b>	<b>1 Day for experienced MS Project Users; 2 Days for inexperienced MS Project Users</b>
<b>Pre-Requisite Training</b>	<b>Computer Essentials</b>

### SYNOPSIS

The objective of this course is to provide learners with a thorough understanding of the concepts and terminology used in Microsoft Project at the introductory level.

### COURSE OUTLINE - 2007

- Using Project 2007 and the New 2007 Interface;
- Creating a Project;
- Creating and Editing Tasks;
- Setting Constraints;
- Creating a Project Calendar;
- Setting a Project's Baseline;
- Setting a Project's Interim Plan;
- Setting a Project's Critical Path;
- Printing and Viewing a Project.

### COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Understand and work with the project management life cycle to create a project plan that can easily be implemented into Microsoft Project;
- What is new in Project 2007;
- How to use the Project Guide panes in 2007;
- Work with Project Plans, Project Schedules and the Project Budget;
- Understand how to track and control a Project;
- Work with Project Reports;
- Understand the Project close-out.