

Project 2007 Advanced Workshop

The participants will learn how to use the advanced features of Project 2007. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer. Taking the time to learn about the advanced features of Project 2007 will increase their organization and management skills.

Project 2007 is a sophisticated project management software that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analyzing workloads for projects. Project also makes their job easier by providing an easy to use interface, and an array of powerful tools to help them turn their data into usable information.

Workshop Objectives:

- Split the view
- Sort, group, and filter tasks
- Use zoom
- Overlap, delay, or split tasks
- Set task deadlines and constraints
- Understand task types
- Assign a task calendar
- Understand task indicators
- Delay resource start times
- Apply predefined resource contours
- Specify Resource availability
- Group resources
- Assign a Resource calendar
- View project statistics, costs, and critical path
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Define report contents
- Create a visual report
- Create links between multiple projects
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool



For more information on this workshop or to reserve your spot, please contact:

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