

MS PROJECT 2007 BEST PRACTICES

Seminar 151

Seminar Overview

In this hands-on 2-day class, Ms. Ellen Lehnert, PMP, MCT, MCITP will show you how to get the most out of Microsoft Project 2007 to ease management, communication, and control of your projects. A Microsoft certified MS Project/MS Project Server trainer, Ms. Lehnert has over 10 years experience in training, consulting, and implementing Microsoft Project and MS Project Server systems. Rich with tips, tools, and techniques, Ellen will guide you through the structure of MS Project and show you how to make it work for you.

As an added bonus, this course also prepares you to take the MS Project Certification exam.

Ally proudly offers this course through LehnertCS, LLC.

Who Should Attend

This seminar is designed for all levels. Whether you're a beginner or an experienced project manager who's frustrated with the software, you'll master techniques to better manage and communication through MS Project.

Project Team	Management	Disciplines
✓ Advanced Project Managers	Senior Managers	✓ Technical
✓ Project Managers	✓ Business Analysts	✓ Non-Technical
✓ Architects & Group Leaders	✓ PMO/Project Specialists	✓ Pharma/Biomed
Developers and Staff	✓ Functional & Line Managers	✓ IT

What's Covered

- Apply PMI® principles to project software
- Plan the schedule to provide you with optimum scheduling, reporting, and tracking benefits
- Creating a WBS that will facilitate building an effective project schedule
- Task estimating, task typing (is it work, units or is it duration)
- Relationships, durations, constraints, deadlines
- Resources – costing and calendars
- Lead, lag, leveling resource work loads
- Maintaining the current schedule while comparing it to current and original baselines
- Preparing a project for tracking and tracking concepts
- Reporting, creating custom values to support your process
- MS Project Server questions addressed as requested

Your Benefits

- Develop accurate project schedules
- Improve resource leveling
- Develop your own best practices
- Develop schedules based on your project, not on the software
- Accurately cost and budget your project
- Communicate better through improved reports generation
- Accurately record actual events as the project progresses
- Improve your project templates
- Adapt the software to meet your needs

ADDED BONUS

THIS COURSE PREPARES YOU FOR THE MS PROJECT CERTIFICATION EXAM

SEMINAR SYLLABUS

Day 1

1. Morning Session

- How project management concepts apply to MS Project
- What you need to know to create an effective project schedule
- Overview of Project software -- database design of schedules
- Overview of the screens and views
- What you must do BEFORE entering the first task
- Create a new project - new and template
- Calendars and Schedule Options

2. Afternoon Session

- Creating a WBS
- Enter tasks and task maintenance
- Outlining tasks to create the WBS
- Durations, relationships, lead and lag, constraints and deadlines
- Resources and resource calendars
- Project costing

Day 2

3. Morning Session

- Resource assignments
- Critical path and slack
- Resource leveling
- Resource critical path

4. Afternoon Session

- Project statistics
- Baselines and tracking
- Reports and task filters
- Master projects - link between projects
- Resource pools
- Importing and exporting data
- Hyperlinks, global values, and additional customization features

Seminar Logistics

Ally proudly offers this course through LehnertCS, LLC. Check Ally's web site for dates and cities

Duration: 2 Days	Prerequisites: None
Max Attendees: 20	PDU's: 14
Seminar Fee: \$899.	Check Ally's web site for program dates and available discounts.
Ally is a PMI Global Education Provider. This course is offered through LehnertCS, LLC. Enter your PDUs under category 4. LehnertCS will provide proper documentation upon successful seminar completion.	

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