

# Project 2007 Professional

## 1 day course

### 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 Systematix courses or possess equivalent knowledge: Microsoft Project 2007 Level 1 and Microsoft Project 2007 Level 2 .

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## Course Content:

### Creating a New Enterprise Project on the Project Server

- Establish Access to the Project Server
- Open an Existing Enterprise Project
- Create a New Enterprise Project Based on an Enterprise Template
- Save a New Project to the Project Server

### Resourcing an Enterprise Project

- Substitute Enterprise Resources Automatically
- Build a Team from the Enterprise Resource Pool
- Add Local Resources to Tasks

### Establishing the Project Baseline

- Publish an Enterprise Project to the Team
- Save a Baseline Version

### Managing Project Updates

- Update a Project
- Update Task Progress
- View Update History
- Request Progress Information for Selected Tasks
- Mark Task Updates Submitted by Enterprise Resources
- Adjust Updates from Resources

### Managing a Project

- Manage Costs
- Manage Issues
- Mitigate Risks

### Managing Project-Related Information

- Change Managers for Assignments
- Request Periodic Status Reports
- View Responses
- Upload a Document
- AutoFilter Project-Related Files

**Analyzing Enterprise Project Information**

- Compare Versions of an Enterprise Project
  - View Projects in the Project Center
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