



**Milestone Consulting Group
is proud to offer:**



**Microsoft®
Office
Project 2007**



Course Overview:

The Milestone “Microsoft Office Project Professional 2007” course is a 3-day, hands-on class that integrates the use of Microsoft Project Professional, Microsoft Project Web Access, and Project Server. This course is designed to provide students with a detailed understanding of the core foundation of Microsoft Project based on globally accepted Project Management Institute (PMI) principles for project management and proven Microsoft Project best practices. Students will learn best practices for initiating, planning, executing, monitoring and controlling, and closing projects by assuming the primary roles of Project Manager and Project Team Member throughout the course. New features of Microsoft Project 2007 will be introduced throughout the class.

This course has been designed for all levels of Microsoft Project experience. Prospective students should have good PC skills and a basic understanding of project management. Previous exposure to Microsoft Project desktop tool is beneficial.

Milestone provides the interactive training environment for each student by providing the training facility and a fully configured laptop for each student.

Course Outline and Objectives:

Lesson 1: The Milestone Advantage – YJTJ (Your Job Tools Job)™	This lesson introduces the basis of the successful Milestone education approach, YJTJ, and how it helps the project manager to use Microsoft Project as a tool to help manage the project. Participants will review globally accepted project management principles and industry best practices that are the foundation for this course.
Lesson 2: Getting Started	The class will discuss how Microsoft’s Enterprise Project Management (EPM) solution is designed to formalize project management throughout the organization. Students will explore logging into the Enterprise and some of the basic screen components.
Lesson 3: Inside Microsoft Project	The class will review the Microsoft Project data model, as well as the concepts of views, tables, filters, and groups as they are used in Microsoft Project.
Lesson 4: Project Initiation	This lesson presents appropriate steps to initiate a project in Microsoft Project once initial project information is gathered. Students will discuss enterprise templates, project level information, and how to support the initiation process with documentation management in Microsoft Windows SharePoint Services. Publishing the project in the 2007 environment is introduced.
Lesson 5: Project Planning – Tasks	Students will examine good Work Breakdown Structure (WBS) decomposition as it applies to Microsoft Project. Students will explore the proper sequencing of tasks (task dependencies), constraints, deadlines, and effective use of task notes. These skills are essential to ensure that Microsoft Project does its job while you do yours.

Lesson 6: Project Planning – Resources	This lesson focuses on obtaining appropriate resources for the project in preparation for assignment planning. Utilizing Microsoft Project's Enterprise Resource Pool, students will discuss using resources in a multi-project environment.
Lesson 7: Project Planning – Assignments	The class will assign the appropriate resources to project tasks based on availability and sound Microsoft Project scheduling techniques. Estimating guidelines, "Expert Judgment", and an in depth examination of the scheduling engine will be discussed.
Lesson 8: Project Baseline and Publishing	Participants will preserve historical information using project baselines. They will discuss how baselines provide insight into the project schedule for senior managers, resource managers, and team members. The lesson closes with a discussion of publishing the assignments so that they are visible in Project Web Access.
Lesson 9: Project Execution	Students will actively manage schedules during the execution phase of the project life cycle. Timesheets and task updating are evaluated as students assume the team member role to record project and non-project work through Project Web Access. Team member project work updates will then be processed in Microsoft Project.
Lesson 10: Variance Analysis	The class will identify and work with variances. After actuals and revised estimates are accepted and applied to the project plan, it is critical to evaluate variances to determine deviation from the project plan.
Lesson 11: Project Communications	This lesson will provide tools (PWA and Microsoft Project views and reports) and suggestions for communicating project information. Customizing reporting information is presented as a tool to improve communications.
Lesson 12: Plan Revision	Students will discuss methods to revise the project in order to realign it with its overall objectives. Change management, plan revisions, and the importance of multiple baselines will be discussed.
Lesson 13: Project Closure	Project management and Microsoft Project closure techniques will be discussed.

Certification:

Milestone Consulting Group, Inc. is a PMI Global Registered Education Provider. All certified participants will receive 20 PDUs for attending the class.

Logistics Information:

Class will start at 8:30am and end at around 4:30pm each day. The class will be held at the Milestone offices at 4666 Slater Road.

Directions from Minneapolis:

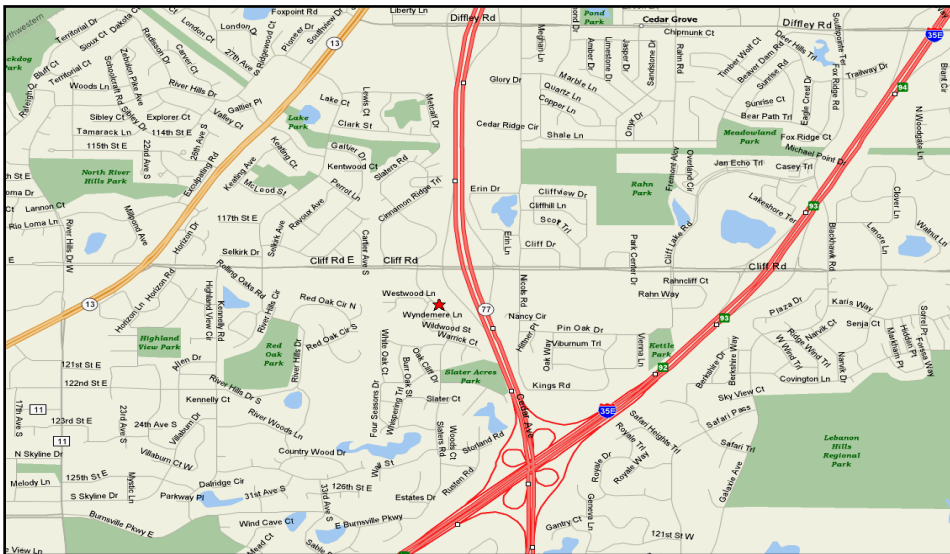
- Take 35W S to 494 E - toward St Paul.
- Merge onto MN-77 S / Cedar Ave via Exit 2C.
- Take the CR-32 / Cliff Rd exit.
- Turn Right onto Cliff Rd / CR-32 W.
- Turn Left at the first light onto Slater Rd.

Milestone Consulting Group is located at the Wentworth Park offices on the LEFT in approximately ¼ of mile (second left)

From St. Paul

- Take 35E south to the Cliff Rd exit - CR-32 W via Exit 93.
- Turn right (north) onto Cliff Rd. Follow Cliff Rd to Slater Rd.
- Turn Left (at the first light after you cross MN-77) onto Slater Rd.

Milestone Consulting Group is located at the Wentworth Park offices on the LEFT in approximately ¼ of mile (second left)



Cancellation Policy:

Cancellations received 14 days or more prior to class will either be refunded 75% of the student fee or can be rescheduled to the next open enrollment class. Cancellations less than 14 days prior to the class will forfeit the student fee. Milestone Consulting Group may need to cancel or reschedule any class not meeting minimum registration requirements. If this occurs, we'll contact you 2 weeks prior to the course start date to reschedule or refund your fees. When a course is cancelled, Milestone Consulting Group assumes no responsibility to refund incidental expenses.

Microsoft Office Project Professional 2007 Registration Form

Please complete and fax to 952-400-7887. Questions? Call 952-400-7886.

Student Information:

Name:	
Company Name:	
Street Address:	
City, State, Zip	
Phone:	
E-mail:	
Position:	
MS Project Experience:	Novice <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Experienced
Are you a PMP?	Yes <input type="checkbox"/> No <input type="checkbox"/>