



## **CORPORATE & CAREER TRAINING**

### **PROJECT 2007 - FUNDAMENTALS**

**TRAINING OUTLINE**

**8 HOURS**

#### **I. GETTING STARTED**

- Project management concepts
- Exploring the Project window
- Working with project files

#### **II. WORKING WITH TASKS**

- Creating a task list
- Modifying a task list
- Creating a Work Breakdown Structure

#### **III. SCHEDULING TASKS**

- Setting up task links
- Working in Network Diagram view
- Working with advanced task options

#### **IV. MANAGING RESOURCES**

- Creating base calendars
- Working with resources and calendars
- Working with resource costs

#### **V. WORKING WITH VIEWS AND TABLES**

- Working with views
- Working with tables

#### **VI. FILTERING, GROUPING, AND SORTING**

- Working with filters
- Working with groups
- Sorting tasks and resources

#### **VII. FINALIZING THE TASK PLAN**

- Finalizing schedules
- Resolving resource conflicts