

MCTS Managing Projects with Microsoft Office Project 2007 CATALYST

The Microsoft Office Project 2007 family of products allows project and program team members to:

- Effectively plan, monitor performance, visualize trends and manage risk in projects.
- Accurately assess needs to effectively deploy resources and create future plans.
- Align organizations to strategic objectives and enact security requirements.
- Utilize a standard and objective mechanism for managing people and projects

The **CATALYST** is a unique and revolutionary training approach that tailors learning to individual and business requirements

Acumen uses a powerful approach to training that guarantees proficiency – the Acumen **CATALYST**. **CATALYST** prepare delegates via pre-course mentorship to accelerate learning. Preparation ensures readiness for intensive, high-paced training that significantly increases retention (standard course retention is typically 20%, while pre-course preparation increases retention to above 85%.) This style of training exponentially increases the ability of IT professionals to design, implement, maintain and troubleshoot reliable, secure and effective systems.

Certification and curriculum covered:

Exam [70-632](#) TS: Microsoft Office Project 2007, Managing Projects

This certification exam measures your ability to manage projects using MS Office Project 2007

At course completion

After completing this part of the course, students will be able to:

- Get started with Microsoft Office Project 2007.
- Create and define projects.
- Work with estimates and dependencies.
- Work with deadlines, constraints, and task calendars.
- Work with resources.
- Predict behaviour by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress.
- Create project reports that analyze project, resource, and task data.
- Manage multiple projects.

The course will cover the following exam objectives:

Configuring Tools and Options

- Set up Schedule options.
- Set up Calculation options.
- Set up Interface options.
- Set up View options.
- Set up General options.
- Set up Calendar options.
- Set up Security options.

Setting Up a Project

- Create and modify a template.
- Select a template.
- Enter project information.
- Manage calendars.
- Import and export data.

Estimating, Scheduling, and Budgeting Tasks

- Create a WBS.
- Create and modify tasks.
- Estimate and budget tasks.
- Sequence tasks.
- Identify and analyze critical tasks and critical path.

Manage multiple projects.

Resourcing Project Plans

- Forecast time-phased generic skill or role requirements.
- Create, modify, and use resource pools.
- Add, change, substitute, or remove resource assignments.
- Predict durations and work calculations.
- Optimize resource utilization.

Updating and Reporting on Project Performance

- Save and modify baselines.
- Enter task updates.
- Reschedule incomplete work.
- Track project progress.
- Analyze variance.
- Create, modify, and delete objects.
- Create reports.

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