

Project Advanced

1 day



Pre-requisites

To gain the most from this course, participants should have a good working knowledge and understanding of the concepts covered in the Essentials course. Attending the Essentials level course is recommended even if you have been using MS Project for a long time as a self-taught user.

Description

Do you need to:

- Develop plans, assign resources to tasks, track progress, manage budgets, analyse workloads, use Gantt charts and macros?

Aim

This course aims to teach skill and knowledge to enable the user to gain more benefit from Microsoft Project and to customise many of Project's tools to suit specific project management needs.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Save and access multiple baseline plans and show progress lines on the Gantt chart
- Set up and use different calendars
- Use groups to categorise and view rolled up task, resource or assignment information
- Work with custom fields, including setting up graphical indicators
- Create Project templates
- Combine multiple projects into a master project
- Share resources across multiple projects
- Import and export information from / to MS Excel and Visio

Topics Covered

Key topics covered on this course include:

Task types

- Set a task to Fixed Units
- Set Effort Driven

Missing reports

Multiple Baselines and Slippage

- Set/reset a baseline
- Format multiple baselines

Advanced Scheduling

- Recurring Tasks
- Understand the various calendar settings
- Use hyperlinks effectively

Custom Fields and Tables

- Create custom fields, tables, filters

Custom Views

- Create a custom/interactive filter
- Use predefined groups
- Use the drawing tools
- Create Project templates

Use Calendars and Overtime

- Use multiple calendars within the one project
- Understand and use overtime work

Work with Baselines

- Set a Baseline
- Save, view multiple baselines

Master Projects

- Share resources across multiple projects
- Consolidate multiple projects into a master project

Exchange data with Excel

- Import data from Excel and export project data to Excel

Using Macros in Project

- The Power of Macros



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