

# MS Project

## Advanced



### PREREQUISITES

- A working knowledge of MS Project or our Introduction to MS Project course will allow sufficient knowledge to attend our Advanced MS Project course.

### BENEFITS

- This is an in-depth training course that's designed to help students get the most out of Microsoft Project. Upon completion of the course delegates will have a good understanding of some of the more advanced features of the product

### COURSE CONTENT

#### Brief Overview of Intro Course

- Consolidate all areas of the Introductory Course

#### Working With Resources

- Assign Overtime Work to Apply Overtime Rates To Tasks
- Adjusting resource schedules and pay rates
- Use WBS to organise tasks for reporting schedules and tracking costs

#### Reports, Filters & Views

- Customise existing Reports, Filters & Views (task, resource & crosstab)
- View & display – make available from the menu
- Create custom parameter filters & make available from menu or associate with reports
- Make customised reports & views available to all new projects

#### Tracking Project Progress

- Modifying the environment for tracking
- Tracking and updating tasks
- Entering data for tasks in progress
- Ongoing tasks
- Use Actual Work & Actual Cost fields to update task progress (turn off default option)

#### Adjusting The Schedule

- Adjusting and viewing the schedule
- Using interim plans

#### Managing Multiple Projects

- Consolidating projects
- Managing resources
- Use resource pool and resolve allocation conflicts

#### Importing And Exporting Data

- Importing data (One-off imports & create Task/ Resource & Assignment Import Maps; save for future imports)
- Exporting data
- Establish dynamic links between the project & other document types (Word, PowerPoint, etc)

#### Project Communications

- Keeping stakeholders informed
- Saving a file for use on an intranet or on the Internet
- Task hyperlinks (to external documents)

#### Customising The Microsoft Project Environment

- Creating menu items
- Creating macros
- Format task layout
- Create new task/ resource fields (create lookups to facilitate data entry)
- Working with global settings
- Making changes using the Options dialog box



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