

Project Advanced – 2 days



Course Objectives

Learn how to make the most of planning and managing projects using Microsoft Project.

This course is aimed at people using MS Project 2002 or above, those using MS Project 2000 are very welcome although some of the features do not apply to that version.

Prerequisites

This course assumes that you have attended our Introduction/Intermediate level course or you have a good understanding of Microsoft Project, project management techniques and can create/manage a project.

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Part of the second day will be a workshop session to enable delegates to work on their own projects.

Next Stage

Moving onto Project Enterprise Server to collaborate with people in your team and the wider office.

Review Exercise

- Tasks
- Assign Resources and Costs
- Navigation
- Formatting
- Tables and Views
- Tracking and Baselines
- Sort and Filter
- Milestones
- Task Constraints
- Resource OverAllocation
- MS Project Reports

Multiple Projects

- View All File Windows
- Hide and Unhide Open Windows
- Working with Workspaces (review)
- Consolidating Projects (review)
- Master and SubProjects (review)
- Cross Project Links
- Saving Consolidated Project Baselines

Resource Sharing

- Using and Sharing Resource Pools (review)
- Discontinue Resource Sharing
- Identify Resource Pool Links
- Protecting and Updating a Resource Pool

Advanced Customisation

- Custom Groups
- Custom Filters and Interactive Filters
- Custom Tables, Reports and Views
- Using the Organiser
- Fields

Import and Export

- Importing and Exporting to Excel
- Creating Import/Export Maps
- Linking between MS Project and Excel
- Importing Outlook Tasks
- Saving a Project as a Web Page
- Include a Picture of the Project in the Web Page



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Working with Forms

- Use Custom Forms
- Create a New Custom Form
- Place Items on the Form
- Manage Forms with the Organiser

Earned Value Analysis

- Earned Value Fields, Tables and Reports
- Export Earned Value Data to Excel

Templates

- View and Discuss MS Project Templates
- Create, Save and Use a Template

Using the Drawing Toolbar

- Annotating your Project With Graphics

Using the Built-In Toolbars

- Resource Management
- Analysis
- Euro Currency Converter
- PERT Analysis
- Compare Project Versions
- Network Diagram

Introduction to Macros

- Record macros
- Running macros

Customising the Toolbar and Menus

- Customise Toolbars
- Create New Toolbars
- Restore the Default Toolbars

Workshop

- Build a Project from Beginning to End
or
- Work on your Own Project
or
- Experiment with the Advanced Features
of MS Project

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