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Advanced Microsoft Project

Are you getting the most out of Microsoft Project? Do you think that there must be a better way of doing this? Want to take your knowledge to the next level? This advanced course provides you with hands-on opportunities to improve your skills.

Abstract

Most users of Microsoft Project are only using a small set of the full capabilities of this product, and many people are confused about the basics. This course will fill in the gaps and show how you can use Microsoft Project to its full potential..

Objectives

To show how to make use of the advanced features of Microsoft Project such as:

- Customising calendars, views, tables and filters
- Using templates and the global template
- Linking to other Microsoft applications
- Leveling resources and sharing resources
- Customising the reporting facilities
- Distributing a copy of the Gantt Chart
- Linking projects and creating a master project
- Using macros
- Applying advanced scheduling techniques

Who should attend

Project Managers, Project Administrators, Team Leaders, and anyone who is not getting the most out of Microsoft Project

Syllabus

Customising Microsoft Project

- Calendars, views tables and filters

Templates

- Creating and modifying templates
- Using the organizer
- Changing the global template

Linking to Other Microsoft Applications

- Word
- Excel

Resourcing and Levelling

- Material resources
- Resource-driven scheduling
- Resource levelling

Sharing Resources

- Using a resource pool
- Working with shared resources

Reporting techniques

- Using pre-defined reports
- Customising reports
- Cross-tabulation reports
- Sharing custom reports

Distributing a copy of the Gantt Chart

- Copying a picture

Multiple files

- Using a workspace
- Hiding and unhiding projects

Master projects and sub-projects

- Inserting, combining and managing

Linking projects

- Creating external link tasks

Baselines and tracking

- Setting and resetting baselines
- Tracking progress
- Rescheduling uncompleted work

Macros

- Creating and using macros

Scheduling techniques

- Critical Path Method
- Rolling Wave Scheduling
- Schedule Compression
- Constraints versus deadlines

Course Length: 2 days
Course Code: AMSPPMC2
PDU: 14



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