2 – DAY
MICROSOFT PROJECT (LEVEL TWO)

CONTACT

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COURSE PREREQUISITES

Participants will need to have attended or have a good working knowledge of topics covered in the Microsoft Project Introduction course.

WHO SHOULD ATTEND?

This program is designed for individuals with general desktop computer skills who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct intermediate level project plans.

INTRODUCTION

This course is ideal for people wanting to utilise the more advanced features of Microsoft Project to manage tasks and resources, as well as track and report on projects.

COURSE OBJECTIVES

By the end of this course, you will be able to:

- Customise Microsoft Project by modifying the interface, the Gantt chart, tables and views
- Use advanced features to manage tasks and create a timeline
- Use advanced features to manage resources and costs
- Track the progress of a project including creating multiple baselines
- Create customised reports and analyse data using Microsoft Excel.

PROGRAM OUTLINES

REVISION

MODULE 1: CUSTOMISING THE PROJECT INTERFACE

- Customising the Interface
- Customising Tables
- Show/ Hide Columns
- Resetting Columns in a Table
- Creating a New Table
- Customising Fields
- Filters
- AutoFilters
- Creating Filters
- Grouping
- Customising Views
- Placing Views on the View Bar
- Custom Combination Views
- Format the Gantt Chart
- Bar Styles

MODULE 2: CUSTOMISING PROJECT OPTIONS

- Microsoft Project File Formats
- Saving files in other formats
- Setting Project Properties
- Using Templates

MODULE 3: HANDLING TASKS – BEYOND THE BASICS

- Manual vs. Automatic Scheduling
- Task Durations/ Milestones
- Timeline View
- Displaying the Timeline
- Task Inspector
- Inactivating Tasks
- Recurring Tasks
- Adjusting Calendars for Individual Tasks

MODULE 4: ASSIGNING RESOURCES – BEYOND THE BASICS

- Resource Assignments
- Create a Resource Calendar
- Effort Driven Resourcing
- Assigning Part–Time Work
- Contouring Resource Usage

MODULE 5: RESOURCING

- Resourcing Materials
- Assigning a 'Cost' Resource
- Advanced Resource Levelling
- Using Overtime
- Multiple Cost Rates for a Resource
- Using Automatic Levelling

MODULE 6: ADVANCED TRACKING

- Create and Set Baseline
- View the Baseline
- Multiple Baselines
- Tracking Changes
- Progress Lines
- Tracking Progress in Usage Views
- Tracking Materials

MODULE 7: REPORTING

- Customising Predefined Reports
- Modifying Predefined Reports
- Crosstabulation Reports
- Creating a Crosstabulation Report
- Visual Reports and Pivot Tables