

Microsoft Project Advanced

Course Objectives:

Personal Development

- Review the project that was created in the interval since the last course; review of Introduction Course

More about Tasks

- Task types (Fixed Units, Fixed Duration, Fixed Work)
- Priorities
- Project settings affecting tasks and resources

Resources

- Creating and Managing a Resource Pool
- Updating and Refreshing Resource Pools
- Closing Files with Shared Resources
- Resource Cost bands; Overtime
- Assigning Resource Contours
- More on Calendars and other Project time-frame issues

Reporting

- A further look at Reporting
- Custom Reports

Tracking the Project

- Saving with a Baseline
- Task Completion
- Notifying Task Status
- Using Outlook to notify Task Status
- Splitting
- Tracking
- The Tracking Gantt Chart
- Adding more constraints (flexible and inflexible)
- Interim Plans; Variance Tables

Templates

- Using a Built-in-Template
- Creating a Template
- swapping ready-built calendars, reports, etc from file to file within Project

Customising Project

- Custom Views
- Custom Filters
- Custom Gantt Chart bars
- Custom Tables
- The Table Definition Screen
- Customising Tables on Screen
- Custom Fields
- Adding Custom Notes to charts
- Linking Custom Notes to tasks
- The Organiser

Multiple Project Management

- Linking between Projects
- Resources in Linked Projects
- Consolidated Projects

Working with Excel

- Output Project data to Excel
- Import Excel data to project
- Creating updateable links and charts from Excel