



Advanced Microsoft Project

Appropriate for the experienced Project Manager or Project Administrator, this 1-day course provides an advanced level understanding of Microsoft Project. You will learn to use the tool to facilitate a higher, more effective level of project management within your organization.

This course explores the more complex features of the software. These features are designed to enable the Project Manager to better model, track, analyze, interpret, and communicate project plans.

Hands-on exercises teach the mechanics of the tools. You are encouraged to understand the implications of each feature in the context of how they would be applied, and the value they would bring to your project environment.

LEARNING OBJECTIVES

Participants will gain practical skills to:

- Develop best practices for task and resource entry.
- Understand how task calendars can be used to efficiently schedule activities with specific time restrictions.
- Understand the differences within Microsoft Project between deadlines and constraints, and how both can be used to provide effective management, communications and tracking tools.
- Understand how hidden, and rolled-up tasks can be used to facilitate improved project communication and project manageability.
- Create the appropriate views for updating actual information into project, and as a result, use Microsoft Project not only as a planning but also a management tool.
- Understand how project baseline and interim plans differ, and how each can be used successfully as a means of tracking project progress
- Improve project analysis and communication through the use of custom fields, graphical indicators and the grouping of project data.
- Know how to improve the usability and efficiency of Microsoft Project through the creation and use of custom views.

WHO SHOULD ATTEND

The Advanced Microsoft Project course is appropriate for individuals who are:

- Already using and are comfortable with the basic functionality of Microsoft Project
- Ready to learn and apply some of the more advanced features that the software has to offer.

PREREQUISITE

- 2-day Hands-on Microsoft Project
- 3-day Project Management Essentials (or its equivalent)

MATERIALS

You will receive a course binder containing course notes, exercises, and suggested solutions. You will also receive a CD with exercises and supplementary information.

WHAT YOU WILL LEARN

Special Task Types

- Recurring tasks
- Roll-up tasks
- “Hidden” task bars
- Tasks with deadlines
- Tasks with constraints
- Tasks calendars
- Duration vs. effort considerations

Customizing The “Look” – Gantt View

- Fonts
- Colors
- Bar styles
- Line height
- Custom WBS numbers (i.e. prefix)
- Custom views
- Calendar scale/units of measure (i.e. years/months, fiscal year, generic time from start of the project, etc.).

RELATED COURSES OF INTEREST

- Project Management Essentials
- The Comprehensive Project Management Seminar

TO ATTEND A PUBLIC COURSE

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