



## Advanced Microsoft Project

We have a new and improved version of this course!

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 illustrated and practiced through hands-on exercises, designed to enable the Project Manager or Project Scheduler to better model, track, analyze, interpret, and communicate project plans. For in-company courses, the course is customized in advance to suit the requirements of the participants.

### LEARNING OBJECTIVES

You will gain practical skills, such as:

- 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 *Microsoft Project Essentials*
- 3-day *Project Management Essentials* (or its equivalent fundamental PM course)

### MATERIALS

You will receive a book (same as for our *Microsoft Project Essentials*), a course binder containing course notes, exercises, and suggested solutions. You will also receive a CD with the exercise files.

### WHAT YOU WILL LEARN

Note: the outline depends upon the requirement of the participants.

### RELATED COURSES OF INTEREST

- *Microsoft Project Essentials*
- *Project Management Essentials*
- *The Comprehensive Project Management Seminar*