Intermediate Microsoft Project

BASE2 TRAINING

Objectives Delegates learn how to refine a Microsoft Project Plan and then monitor the execution of that plan. Use different Views; deal with Resource conflicts; add Costs into the plan; record Progress; manage several Projects.

Prerequisites Some previous experience in using Microsoft Project is recommended.

Duration 1 day

The topics covered on the course are,

1 Revision
- Review of Introduction day
- Revision Exercise

2 Using Standard Views
- Changing to Different Views
- Using Other Tables
- Hiding Tasks with Filters
- Grouping Similar Tasks

3 Designing Views & Reports
- Designing a New Table
- Creating Filters
- Building a Single or Combination View
- Designing your own Report
- Using the Organiser

4 Resource Conflicts
- Tracking Down Conflicts
- Using the Levelling Facility
- Resolving Conflicts

5 More About Scheduling
- Calculating Work
- Understanding Task Type
- Fixed Units Calculations
- Fixed Duration Calculations

6 Costs
- Viewing Cost Information
- Saving a Customised Cost View
- Using Material Resources
- Using Cost Resources
- Varying Rates over Time
- Varying Rates over Tasks
- Adding Fixed Costs to a Task

7 Monitoring the Plan
- Saving a Baseline
- Recording Progress on Schedule
- Recording Progress Manually
- Reviewing against the Baseline

8 Working with Multiple Projects
- Consolidating Existing Projects
- Using a Resource Pool
- Cross Project Links