

## Microsoft Project Advanced

### One Day

A hands-on instructor-led Microsoft Project training course helping people based in Scotland upskill from an already fair existing knowledge of Project to further enhance their abilities. The course allows delegates to return to work with a confidence that they can apply the advanced features of Project in order to plan, track and customise more complex or involved projects. This level of ability is achieved through learning, discussion and practice while working together with a master-class-level trainer in a professional classroom environment.

### Course Aims

This course works by building on existing knowledge and demonstrating what Microsoft Project is capable of in terms of managing multi-tiered and intricately involved projects. Training therefore covers:

- Learning to simultaneously manage multiple projects and costs for consistency and responsible management
- Use a Resource Pool to assign resources across multiple projects to share availabilities
- Customise and share Project views, filters, tables and reports – imparting information to good effect
- Know how Project integrates with other applications to process or present project data

### Course Content

#### Recap on basics

- Tasks and resources
- Baselines
- Updating the project

#### Working with Resources

- Defining multiple resource rates and assigning fixed costs to tasks
- Create a shared resource pool

#### Managing project costs

- Update cost rate tables, group costs
- Entering overtime work
- Link documents to a project plan

#### Reports

- Creating a custom report
- Using visual reports

#### Managing the Project

- Creating deadlines
- Working with multiple base Lines
- View progress using progress lines
- Splitting tasks

#### Master and sub-projects

- Inserting the sub-project
- Viewing and editing sub-projects from within the master project

#### Integrating Project with other Office applications

- Importing data from Excel
- Exporting the project plan to Excel
- Importing and exporting with other Office applications

#### Create Calendars

- Assign a calendar to a resource
- Allow different tasks to use different calendars

#### Using templates

- Saving an existing project as a template

#### Customise the project

- Custom views, filters and tables
- Calculated fields
- Customising the Gantt chart
- Reusing and sharing customisations using the Organiser