
PROJECT – LEVEL 2 – Advanced (12 hrs)

Overview

You have already learnt how to create and edit basic plans in Microsoft Project 2016. You will now see how to manage cost effectively and track the progress of plans in Project. You will exchange project plan data with other applications, customize elements, automate activities in Project with macros and reuse project plan information.

Prerequisites

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2016, and who needs to use Microsoft Project 2016 to manage and customize those plans through the implementation stage of a project.

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or newer.
- Knowledge equivalent to, or attendance on, Microsoft Project 2016 Introduction course

Delegates will learn how to

- Manage project costs
- Consolidate and reuse project plan information
- Exchange project plan data with other applications
- Update a project plan
- Customize Project to meet specific requirements

Course Outline.

Module 1 - Manage Costs in Microsoft Project

- Topic A - Create Different Cost Rates for Resources
- Topic B - Change the Resource Cost on Individual Tasks
- Topic C - Alter Costs Based on Time Periods
- Topic D - Assign Overtime Costs and Work to Resources

Module 2 - Work with Multiple Projects

- Topic A - Use and Manage Workspaces
- Topic B - Manage Multiple Projects as a Programme
- Topic C - Create a Shared Resource Pool
- Topic D - Assign Resources using a Resource Pool
- Topic E - Use Cost Rate Tables with a Resource Pool
- Topic F - Identify the Critical Path or Paths in a Programme

Module 3 - What If Analysis

- Topic A - Earned Value
- Topic B - View Multiple Baselines in a Single Project
- Topic C - Use Interim Plans

Module 4 - Import and Export Information

- Topic A - File Formats Supported by Microsoft Project
- Topic B - Map Project Information
- Topic C - Export Microsoft Project Information
- Topic D - Import Information into Microsoft Project
- Topic E - Use Visual Reports in Microsoft Project

Module 5 -Track Progress and Project Actuals

- Topic A - Enter Task Progress as Scheduled
- Topic B - Update a Project Using the Status Date
- Topic C - Reschedule Incomplete Work
- Topic D - Update Actuals
- Topic E - Report Against Progress
- Topic F - Move a Project

Module 6 - Customise Microsoft Project

- Topic A - Work with the Timeline Feature
- Topic B - Create Custom Fields
- Topic C - Create Custom Filters
- Topic D - Create Custom Tables
- Topic E - Create Custom Views
- Topic F - Create Custom Reports
- Topic G - Create Templates
- Topic H - Use the Organizer
- Topic I - Macros