

MICROSOFT PROJECT

Advanced

SUITABLE FOR

Delegates who have attended the "Set-up and Use of" course of Microsoft Project, and have set up projects but wish to use more features to enhance their projects.

AIM OF THE COURSE

The course has been designed for those users managing projects requiring careful and detailed scheduling of resources. Exercises cover methods for ensuring an even workload across resources and for tracking the progress of the project once it has started. The course will include the use of customised views and reports to carry out some of these features

COURSE CONTENT

- Use More Resource Management Options: Resolve Over Allocation Using Levelling;
- Resource Management Toolbar; Resource Views
- Enter Work Units for Multi Resourced tasks
- Enter Overtime Details
- Set The Baseline For A Project
- Save Interim Plans
- Enter the following: Actual Information, Duration, Progress, Start/Finish Dates, Cost & Work
- Display Reports To View The Actual Performance Against The Baseline Of Interim Plans
- Consolidate Project Files
- Entering Optimistic and Pessimistic Data

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.