

MICROSOFT PROJECT – ADVANCED COURSE OUTLINE

APPLICATION:	MICROSOFT PROJECT
LEVEL:	ADVANCED
DURATION:	ONE DAY

WHO SHOULD ATTEND

This course is designed for delegates currently involved in building, managing or modifying project plans with MS Project, who now wish to build on the skills acquired through Foundation training and apply these to more demanding single, multiple and summary projects.

OBJECTIVES

On completion of the course, delegates will have gained the skills necessary to plan, manage and monitor complex multiple projects with confidence.

COURSE CONTENT

MS Project Review	review of basic principles; project management methodology
Customising Projects	creating templates; creating views; creating filters; customising forms; creating forms; customising tables; creating tables; recording macros; assigning macros to a toolbar button
Task Definition	task type; work v duration; understanding project calculations; effort driven tasks; task constraints; hyperlinking
Resource Pools and Multiple Projects	levelling resources; strategies for resolving over-allocations; resource policies; structuring multiple projects
Importing/Exporting Data	import maps; csv files
Updating Considerations	standard methodology; customising; updating tools

PREREQUISITES

Ideally, delegates should have attended our MS Project Foundation course or have an equivalent level of experience with MS Project and an awareness of project management principles and terminology.

SUGGESTED TRAINING PATH

MS Project Foundation → **Project Advanced** → Workshops