

Microsoft Project Advanced

One Day Course

Course Aims

This course is designed to provide delegates with the knowledge and skills needed to use some of the more advanced features in Project. In particular, delegates will learn how to customise their project plans through the use of custom tables and fields, how to work with a central resource pool and how to manipulate, link and consolidate multiple projects. In addition, delegates will learn how to work with multiple baselines and how to automate their plans using macros.

Assumed Knowledge

Delegates must have a good working knowledge of Project. They must have attended the Jarrold Training Project Introduction course or already be familiar with the material covered on that course.

Course Outline

Introduction

- Course overview

Templates

- Using a Built-In Template
- Creating a Template

Building Custom Fields, Tables & Reports

- Creating custom tables
- Groups, filters & sorts
- Interactive filters
- Using custom fields
- Creating a custom report
- Using the Project Organiser

The Developer Ribbon

- Recording a macro
- Running a macro

WBS Codes

- Defining WBS codes
- Showing WBS codes

Working with Resource Pool

- Creating a resource pool
- Linking to a resource pool
- Cost and material resources
- Updating the resource pool
- Viewing assignments
- Finding overallocations
- Resolving overallocations

Resource Leveling

- Setting Leveling Priorities
- Leveling

Using Multiple Projects

- Master & sub projects
- Consolidating projects
- Linking between projects
- Reviewing & editing links

Saving in other Formats

- Saving as Excel
- Saving as PDF

Related courses: APM Project Management

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