



Rock Solid Training Course Profile

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 RST Project Introduction course or already be familiar with the material covered on that course.

Course Outline:

Introduction

- Course overview

Building Custom Fields, Tables & Reports

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

Working with Tasks

- Using PERT Analysis
- Optimistic, pessimistic & expected Gantt charts
- Format duration macro
- Using milestone durations
- Using the Hyperlinks table

Macros

- Recording a macro
- Running a macro
- Assigning macros to toolbars

WBS Codes

- Defining WBS codes
- Showing WBS codes
- Visio WBS chart wizard

Critical Path Analysis

- Identifying the critical path
- Viewing the critical path
- Viewing & working with slack

Working with a Resource Pool

- Creating a resource pool
- Setting variable maximum units
- Setting variable costs
- Linking to a resource pool
- Assigning 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
- Using a workspace
- Linking between projects
- Reviewing & editing links

Tracking a Project

- Saving multiple baselines
- Saving interims
- Status indicators
- Viewing progress lines

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