

Course Outline

Intermediate MS Project - 1 day

This course builds on the fundamentals of project management using MS Project, covering some more advanced features of the application. Delegates should ideally have attended our Introductory course and should have a reasonable grasp of the fundamentals of MS Project.

Managing the Project with Views and Diagrams

- Exercises; Preparing a project for analysis and tracking
- Using and Customising Gantt Charts
- Using Network Diagrams
- Elements of the Network Diagram
- Setting Network Diagram Views
- The Network Diagram in a combination view
- More about Tables
- Applying Filters
- Working with Tables and Filters
- WBS Codes and Viewing a WBS
- Custom WBS Codes
- Changing WBS Codes

Updating and Examining the Project

- Updating Tasks with Task Views
- Adding New Tasks on the fly
- Tracking and Updating Tasks Effectively
- Exercises; Updating Tasks
- Editing Task Details
- Modifying Tasks Using the XP Smart Tag Feature
- Using the Project Guide to set up Tracking
- The Cost Factor
- Cost Accrual Options
- Examining the Cost Factor
- Viewing Cost Totals for Resources and Tasks

- Tracking Progress
- The Interim Plan
- The Gantt Chart and the Critical Path
- Updating the Project
- Viewing Progress
- Updating Baselines and Interim Plans

Printing and Reporting

- Page Setup and Gantt Settings
- Printing Charts, Forms and Sheets
- Reports Setup
- Use the Project Guide to summarise and report
- Print a view
- What You Can Print
- Reports by Report Type

Multiple Projects and Resource Sharing

- The Resource Pool
- Practical; Create a Resource Pool
- Updating the Resource Pool
- Managing Resource Pool Assignments
- Adding Sub Projects
- Insert subprojects into a master project
- Consolidating Projects
- The Organizer
- Compare Project Versions
- Import Existing Resource Information into Project 2002

Other courses available include Project Introduction, Project Advance.,