

Project

Advanced



Overview:

This course is designed for people who are users of MS Project and who wish to use the more advanced features to work more efficiently.

Prerequisites:

Participants must have completed the Project 2016 Introduction level Course or have equivalent knowledge. Participants must be able to create a new project schedule and work with tasks and resources.

Who should attend:

The course has been designed for existing users of MS Project 2016 and wish to find out about additional features and tools that are available.

Benefits:

- Use Microsoft Project with other Microsoft Software
- Group Data, resources and tasks
- Create Custom groups to manage data
- Work with multiple projects inserting information from one project to another to save data entry time.

Learning Outcomes:

- Organise and manage project data
- Work with groups - task groups, resource groups
- Publish project to a web page
- Integrate Project with other Microsoft Applications
- Work with multiple projects
- Consolidate project data
- Link external tasks
- Manage cross-project links
- Analyse Project Data





Version(s):


2010, 2013, 2016, 2019

Course times:

9:00am-4:30pm

Delivery Options

-  Public Schedule  Live Online
-  Group Training  In-house

 **Certificate upon Completion**
Non-accredited course



To book this course:

Call: **1300-2GO-CTS**

Web: www.ctstraining.com.au

Email: info@ctstraining.com.au



Content:

Organising Project Data

- Sorting Data in a View
- Sorting Resources and Tasks
- Performing a Custom Sort
- Sorting Tasks in Outline Structure

Group Project Data

- Grouping Data in a View
- Group Resources
- Group Tasks
- Custom Groups
- Work Breakdown Structure Codes
- Working with Custom Data
- Custom Fields
- Calculated Field
- Calculating Group and Summary Values

Publishing Project Information

- Snapshots
- Project Web Page
- Custom Project Web Page

Integrating with Microsoft Office

- Copying Data from Project
- Importing and Exporting data from Microsoft Project
- Copying information between Excel and Project
- Importing a Project list into Excel
- Working with Excel Import/Export Template
- Importing Microsoft Outlook Tasks into Microsoft Project
- Building a Resource list with Microsoft Outlook

Working with Multiple Projects

- Working with workspaces
- Splitting a project into multiple files
- Inserting a sub project
- Creating a consolidated project file
- Working with links on sub projects
- Calculating multiple critical paths
- Working with resources on multiple projects
- Creating a resource pool
- Working with resource allocation across multiple projects
- Adjusting resources for multiple projects

External Tasks

- Linking Tasks between different Projects
- Modifying external relationships
- Updating Cross-Project links
- Removing Cross-Project links

Advanced Task Durations

- Understanding Advanced Duration calculations
- Setting Calculation weightings
- Entering Duration Values
- Calculating Duration Values
- Analysing Advanced Duration Values

Analysing Project Data

- Working with Earned Value Analysis
- Setting a Status Date
- Viewing Earned Value Data
- Exporting Earned Value Analysis to Excel
- Working with Multiple Baselines

The Network Diagram

- Working with the Network Diagram
- Analysing Relationships with the Network Diagram

