

Microsoft Project Intermediate

Course Outline

Course Format: One Day
Max Capacity: 6 People

This course is suitable for people who are already using MS Project or have completed our day one Introduction course. The basics will be refreshed before moving on to build more advanced projects. Delegates will learn to work with tasks, resources and also how to keep an eye on basic costs as well as using the built in reports.

Course Content

Review Introduction

- Setting up Project
- Manual & Auto Scheduling
- Setting up & applying Calendar
- Entering & applying Resources

Calendar

- Setting up different working times for Base Calendar
- Applying Calendar

Working with tasks

- Creating a Task List
- Modifying a Task List
- Creating a Work Breakdown Structure

Summary tasks

- Setting up Summary Tasks
- Adding a Project Summary

Scheduling tasks

- Using Split Screen to link tasks
- Using Split Screen to set Dependency Types
- Review of Leads and Lags
- Effort Driven Tasks

Working with Views and Tables

- Working with Costs Table
- Applying Costs

Constraints

- Constraint Types
- Setting and Removing Constraints
- Understanding how constraints affect the overall project

Managing Resources

- Entering resources
- Working with Costs of Resources
- Working with Resource Calendars
- Working with overallocation of Resources

Tracking the project

- Setting and showing baseline
- Working with multiple baselines

Viewing Project

- Working with Outline Views
- Working with built in Filters
- Using Tracking Gantt
- Formatting the Gantt Chart

Extra Features

- Populating the Timeline
- Applying & understanding the Progress Line

Sharing with others

- Review of Printing
- Exporting to Excel
- Using Project Reports