



### Course Prerequisites

Participants on this course should already be very familiar with MS Project and should have attended the Core Level training course or have already created a full plan, including tasks, resources, costs etc.

### Training Approach

To facilitate the varied levels of knowledge across all learners we shall pick a generic project – unrelated to any specific department.



## Microsoft Project Advanced Level

Microsoft Project is a powerful project management tool which will assist anyone tasked with creating, administering and tracking a project.

**This is not a “Project Management” course and will not address the theories and practices involved in project management.**

This course will take you through all the advanced areas of the software package. At the end of the course you will be more comfortable using this project management tool and will be able to use it to schedule tasks and control resources and materials as well as track a project budget.

The course will specifically cover the following areas:

- Fine-tuning task details.
- Setting task constraints and deadlines.
- Viewing the projects critical path.
- Changing task type.
- Fine-tuning resource and assignment details.
- Contouring assignments.
- Fine-tuning the project plan.
- Viewing and levelling over-allocation of resources.
- Organising and formatting project details.
- Sorting, Grouping and Filtering data.
- Creating custom tables and views.
- Printing project information.
- Tracking progress on tasks and assignments.
- Updating baselines.
- Rescheduling incomplete work.
- Viewing and reporting project status.
- Getting your project back on track.
- Consolidating projects and resources.
- Working with resource pools.

*Please understand that time is a factor in all training events and therefore we cannot work on individual participant projects during this course.*

### *Course Details*

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:00pm*