
Microsoft Project - Advanced

Description: This course is dedicated for people managing the course and controlling the project performance. During the course, the participants of the training will be familiarised with the functionality of the reporting tools and advanced tools for controlling assignments, and will be also familiarised with the issues of project optimisation and adaptation to own needs of the working environment.

Duration: 8 hours

Initial requirements: Completed course Microsoft Project - Basic.

For whom: The training is dedicated for managers managing complex projects and people reporting the progress. of their performance.

Module: Reporting (MSPRO05)

- 1) Advanced Formatting**
 - a. Format Gantt Chart
 - b. Create a new view
 - c. Create a new table
 - d. Customize fields to suit your needs
 - e. filters
 - f. Sorting
 - g. Grouping
 - h. reports
- 2) Printing**
 - a. Print settings
- 3) Save the Microsoft Project file in other formats**
 - a. Saving as a Microsoft Excel file
 - b. Saving as a Web Page

Module: Assignments - Advanced (MSPRO06)

- 1) Reducing excessive resource allocation**
 - a. Analysis of overlocated resources
 - b. Exchange overlocated resources to underlocated
 - c. Extend the duration of the task
 - d. Interrupt work on the task
 - e. Reduce the value in the Units
 - f. Work schedule
- 2) Solve problems with insufficient resource allocation**
 - a. Removal of overtime work
 - b. Change work duration

- 3) **Balancing resources**
- 4) **Types of tasks**
 - a. Constant number of units
 - b. Constant work
 - c. Constant duration

Module: Selected issues of project optimization (MSPRO07)

- 1) **Critical path**
 - a. Time availability
 - b. Critical task
- 2) **Deadline**
- 3) **Cyclic task**

Module: Methods for aligning the Microsoft Office Project for your own purposes (MSPRO08)

- 1) **Create new toolbars**
- 2) **Organizer Tool Specification**
- 3) **macros**
 - a. Macro Registration

Module: Consolidation of projects and resources (MSPRO9)

- 1) **Resource consolidation**
 - a. Resource pool and shared files
 - b. Make changes to the shared file and in the resource pool
 - c. Consolidating the resource pool with new project plans
 - d. Updating the resource pool from the shared file
- 2) **Consolidation of projects**
 - a. Creating main and subproject projects
 - b. Interdependencies between tasks in different projects

Module: Analysis of the developed value and the performance of the project (MSPRO10)

- 1) **Use of developed value analysis**
 - a. View value indicators developed
 - b. Indicators of the value schedule developed
 - c. Value-for-money indicators worked out