

Microsoft Office Project for the Expert User Course Outline



Course aims:

This course builds on the fundamentals of project management using Project, covering the more advanced features of the application

Pre-requisites:

Delegates should ideally have attended the two day basics course or the beyond the basics course but in any case they should have a reasonable grasp of the fundamentals of Project.

Who should attend:

Users of Project who want to further extend their knowledge of the application as the main tool for tracking a project or combined projects.

Duration: 1 day

Resolving scheduling problems	Adding resources to tasks, using overtime, adding time to tasks, adjusting slack, changing task constraints, adjusting dependencies, splitting a task. Adding resources from you e-mail address book.
Resolving resource problems	Understanding how conflicts occur, spotting resource conflicts, using views to spot resource conflicts, using filters to spot resource conflicts. Resolving conflicts, changing resource allocations, scheduling overtime, redefining a resource's calendar, assigning part-time work, controlling when resources start working on a task. Delaying tasks by levelling resource workloads. Contouring resources, pooling resources.
Formatting project plans	Formatting the Gantt chart, displaying a text field, editing and creating tables, defining custom views
Recording actuals	Organising the updating process, understanding calculation options, updating tasks to reflect actual information, setting actual start and finish dates, recording actual durations, setting remaining durations, setting the percent complete value, setting work completed. Using actuals and costs, using cost table for tasks, using the cost table for resources, overriding cost valuations. Techniques and tips for updating, tracking work or costs regularly, accelerating the updating process, letting Project reschedule uncompleted work. Reviewing progress, using the tracking Gantt view, using the work table for tasks, using the work table for resources. Viewing progress lines.
Analysing financial progress	Understanding earned value, understanding earned value fields, using earned value tables. Evaluating cost information, charting earned value, analysing timescaled information, using PivotTables for analysis. Making adjustments during the project, changing the schedule, modifying resource assignments.
Customisation	Customisation, custom reports, custom tables, custom filters, adding columns to tables, custom toolbars, custom menus, the organizer.
Project and Other Programs	Copying project information as a gif image, saving project information as a web page, copying & pasting with Microsoft Project, opening other file formats in Microsoft Project.