

Advanced Microsoft Project

WCP

Are you already comfortable with the basic functionality of Microsoft Project, and ready for the next level? This hands-on course explores some of the more advanced features of Microsoft Project. Topics are designed to enable Project Manager and schedulers to use MSP to better model, track, analyze, interpret, and communicate their project plans. The course is taught in a style which encourages participants to use learned techniques to problem solve the type of situations they are likely to encounter on actual projects. Note; the course does not deal with the basics, such as task entry, solving resource conflicts, and task updating – for these topics, participants are encouraged to take our 2-day [Hands-on Microsoft Project](#) course.

This course is available in a 1-day “off the shelf” version, but may be customized for in-house corporate clients to address specific MSP features of interest. Depending on the number of topics selected, the custom version of this course can range between ½ to 2 days in duration (see second page).

Learning Outcomes:

- How to use task calendars to effectively schedule tasks with specific time restrictions
- How to use Deadlines and Constraints effectively
- How to customize the Gantt view using such features as hidden, and rolled up tasks to communicate the status of large/ complex projects in a simple manner
- Understand advanced baseline features, and how to handle project scope changes in MSP
- Improve project analysis and communication through the use of custom fields, graphical indicators and the grouping of project data
- How to customize the Microsoft Project interface so that it becomes more efficient to use
- How to create custom filters which help to focus on potential problem areas

Who should attend

- Project Managers
- Project Schedulers
- Anyone who is required to understand the advanced capabilities of Microsoft Project or would like to know that advanced capabilities of MS project

Materials

- Course binder including step-by-step course exercises complete with many actual screen captures and advanced project tips, exercises and answers
- A CD with all applicable data files used in the course
- A framed certificate of completion

Prerequisites

As a prerequisite to learning these advanced topics, participants should understand the fundamentals of proper project management. Prior to taking this advanced course, we

recommend that participant take our 3-day [Project Management Essentials](#), our 2-day [Hands-on Microsoft Project](#) course, and be fully comfortable with the entering and updating the following basic information in MSP: project activities, duration, resources, project and resource calendars, costs

Options for customizing in-house deliveries of the Advanced Microsoft Project workshop

When delivered as an in-house course, clients are encouraged to select in advance the topics that they would like covered in the workshop. Most of these topics can be taught “à la carte”. In each case, the course will demonstrate use of the given feature, and provide the purpose and effective use of the feature within the context of managing projects. In most cases, if a client would like to learn about MSP features and topics not listed, with enough advanced notice, we are able to add the topic to the course.

1. Understanding key features new to MS Project 2007

- Using Visual Reports
- Change highlighting
- Task drivers
- Cost resources
- Budgeting
- Calendar enhancements
- Gantt chart enhancements

2. Special task types

- Recurring tasks
- Roll-up tasks
- “Hidden” task bars
- Tasks with deadlines
- Tasks with constraints
- Tasks calendars
- Duration vs. effort considerations

3. Customizing the “look”

– Gantt view

- Fonts
- Colors
- Bar styles
- Line height
- Custom WBS numbers (e.g. using a prefix)
- Calendar scale/units of measure (i.e. years/months, fiscal year, generic time from start of the project, etc.)

4. Customizing the “look”

– Network Diagram view

- Customize fields in boxes
- Adjust layout
- Analyze schedule using Network view in combination with Gantt view

5. Custom reports

- Custom fields
- “Stop light” reports
- Calculated fields

6. Printing options

- Headers/footers
- Margins
- Specifying page breaks
- Legend

7. Filters, grouping and sorting

- Custom filters
- Auto filters
- Using Group feature

8. Workgroup functions

- Working with multiple projects
- Resource pools
- Linking and unlinking projects to resource pool
- Sending task reminders

9. Customizing the environment

- Toolbars
- Menu
- Forms

10. Inserting/linking objects

11. Drawing tools

12. File Save /analysis options

- Save to database
- Save as web page
- Export time-scaled data to Excel

13. Setting default options

- Global vs. local defaults
- Detailed look at the many choices for setting MSP defaults and their implications
- Standardize MSP environment using the GLOBAL.MPT file

14. Productivity tools

- Using fill
- Useful Shortcuts
 - o Select dates
 - o Link tasks between projects
 - o Open/close views

15. Resources

- Leveling Resources
 - o Understand and control leveling options
 - o Automatic vs. manual resource leveling
- Multiple calendarized resource costs
- Resource calendars
- Resource units
- Work vs. material resources
- Resource contouring availability
- Overtime

16. Project scheduling

- Entering actual project information
- Project baselines vs. interim plans

17. Other

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For more information contact

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