

Project 2003

Advanced

Course Description

This course is designed for people who are existing users of MS Project who wish to use the more advanced features to work more efficiently.

Organising Project Data

- Sorting Data in a View
- Grouping Data in a View
- Custom WBS Codes
- Working with Custom Fields

Publishing Project Information

- Saving a Snapshot
- Saving Project information as a web page
- Customising a Project Web Page

Integrating Project with MS Office

- Importing Data into Project
- Working with other file formats
- Saving Project in other file formats

Working with Multiple Projects

- Working with workspaces
- Splitting a project into multiple files
- Inserting a sub project
- Creating a consolidated project file
- Working with links on sub projects
- Linking tasks across multiple projects
- Calculating multiple critical paths
- Working with resources on multiple projects
- Creating a resource pool
- Working with resource allocation across multiple projects
- Adjusting resources for multiple projects

Advanced Task Durations

- Understanding Advanced Duration calculations
- Setting Calculation weightings
- Entering Duration Values
- Calculating Duration Values
- Analysing Advanced Duration Values

Analysing Project Data

- Working with Earned Value Analysis
- Setting a Status Date
- Viewing Earned Value Data
- Exporting Earned Value Analysis to Excel
- Working with Multiple Baselines

The Network Diagram

- Working with the Network Diagram
- Analysing Relationships with the Network Diagram

Duration:

1-Day

Audience:

The course has been designed for existing users of MS Project and wish to find out about additional features and tools that are available.

Pre-requisites:

Participants must have completed the Project Introduction level Course or have equivalent knowledge. Participants must be able to create a new project schedule and work with tasks and resources

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Disk containing a duplicate set of exercises used during the course
- ✓ Lunch & Refreshments
- ✓ Free Telephone support