

# Project 2007

## 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