

Course duration

- 2 days

Course Benefits

- Learn to work with the advanced formatting features of the Gantt chart and network diagrams.
- Learn to create master projects and subprojects in Project.
- Learn to create customized project reports.
- Learn to work with resource pools.
- Learn about costing.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Starting a Project from an Existing Project, Excel Workbook, or SharePoint Task List
 1. Starting a Project
 1. Reviewing the Options
 2. Changing Save Options
 3. Time Conversion
 4. Creating Projects
 5. Create a New Project from an Existing Project File
2. Advanced Methods for Managing Tasks and Resources
 1. Manage Tasks and Resources
 1. Working with Task Dependencies
 2. Task Dependency
 2. Understanding Elapsed versus Actual Time Settings
 3. Setting Task Constraints
 1. Creating Task Constraints
 4. Splitting and Delaying Tasks

1. Splitting a Task: Using the Gantt Chart View
 2. Delaying a Task: Using a Gantt Chart View
5. Using the Task Inspector
6. Analyzing Critical Tasks and the Critical Path
 1. Analyze Critical Tasks: Using the Gantt Chart View
7. Using Lag Time and Lead Time
 1. Setting Lag and Lead Time
8. Analyzing Task Assignments
 1. Viewing Task Assignments: Using the Task Usage View
9. Using the Team Planner
 1. Formatting the Team Planner
10. Using a Resource Pool and Sharing Resources
 1. Sharing a Resource Pool
11. Managing Resource Availability and Pay Rates
3. Managing the Project with Advanced Techniques
 1. Using Leveling to Solve Resource Overallocations
 2. Chart View
 3. Amending Tasks
 4. Understanding Baseline and Interim Plans
 1. Setting Additional Baselines
 5. Analyzing Project Costs and Creating Budgets
4. Formatting and Customizing Views
 1. Customizing the Gantt Chart
 2. Creating a Custom View
 3. Applying Filters
 4. Using Work Breakdown Structure (WBS) Codes
5. Reporting
 1. Creating Visual Reports
 2. Editing Reports
6. Working with Templates
 1. Using Subproject within a Project
 2. Using the Organizer to Maintain Templates

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

Class Prerequisites

Experience in the following *is required* for this Microsoft Project class:

- Basic Microsoft Project skills including high comfort level navigating the program.

Prerequisite Courses

Courses that can help you meet these prerequisites:

- [Introduction to Microsoft Project: Getting Started](#)

Follow-on Courses

- [Advanced Topics in Project](#)