



Microsoft Project Intermediate

Format: One Day
Max Capacity 6

Our Microsoft Project Intermediate course is suitable for those with basic working knowledge and experience of MS Project. This course is designed for those users who wish to improve their current knowledge of Project to take advantage of the more complex features.

On completion of the course, delegates will use project to help manage their resources and costs; to set plans, deadlines and schedules. At this level they will be able to track their project and create and print Gantt charts and reports. Delegates will be expected to have a working knowledge of Project or have taken our Project Introduction course. You will need to have prior knowledge of the Project Management fundamentals or other Project software applications.

Course Content

Managing Resources and Costs

- Creating work, material and cost resources
- Working with multiple calendars
- Assigning resources
- Effort Driven Scheduling
- Change Task Types
- Working with resource costs and fixed costs
- Calculated Overtime Costs
- Work contours
- Resource Contours
- Working with the Team Planner
- Identifying budget variance
- Finalising the Plan

- Reviewing the schedule
- Levelling resource over-allocation

Tracking

- Creating baselines
- Entering project progress
- Viewing variance information

Re-using Project Plan Information

- Create a Project Plan Template
- Create a Custom Combination View
- Make Custom Views Available to Other Project Plans

Analyse and adjust a schedule

- Analysing schedules
- Reschedule the project
- Adjustment of resource schedules
- Progress lines

Exchanging Project Plan Data with Other Applications

- Copy Sheet Data into Excel
- Link to Additional Task Information
- Import a Task List from an Excel File into a New Project Plan
- Create a Custom Import Map
- Export Project Plan Cost Date into Excel