Microsoft Project– Level 2 & 3 / Advanced

Duration: 2 days

Course Objectives

Manage or modify an existing project plan. Update a project plan to reflect progress, monitor project progress. Adjust the project plan to control constraints, create project reports to share a project's status. Customize project settings and share customizations with other projects.

Course Content

Day 1

Monitoring Project Progress
- View Project Progress
- Add Custom Fields
- Create custom Tables
- Create calculated Fields
- Create Concatenated fields
- Creating Customized Date Functions Fields
- Create Custom Single Views
- Create Custom Combination View
- Create a Network Diagram
- Analyze a Project Plan

Importing and Exporting Data
- Import and Export Maps
- Importing External Files into Projects
- Hyperlinking files in Project

Resource Pools
- Resource Pools
- Working with Resource Pool
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

Multiple Projects and Master Projects
- Linking Projects Plans
- Create a Series of Sub Projects
- Managing Projects within the master Project
- Managing Projects in the Sub Project

Day 2

Earned Value analysis
- Creating progress lines
- Using the earned value Tools
- Customizing the Earned Value Tables
- Defining the different fields available for EVA

Customizing the Application
- Create Project Options
- Create a Project Plan Template
- Understanding Template Options
- The Organizer

Reporting Tools
- View Existing Reports
- view visual Reports
- View excel Reports
  Create customized Excel Reports
- Create customized Visual Reports
- Report Dashboards
- Best Practice Analyzer

Advanced Additional Features
- Hyperlinks
- Custom WBS Codes