

# Project Level 3 - Advanced

## What Can You Expect?

This course is designed for experienced learners who work confidently in and need to gain knowledge of the advanced features and capabilities of MS Project.

## What Is Required From You?

You should be familiar with using a mouse and keyboard. Be comfortable in the Windows environment and be able to use Windows to manage information. Specifically you should have attended MS Project Intermediate course or possess equivalent skills prior to attending this course.

## 2 Day Course Content

### Working with the Network Diagram

- Create A Project In The Network Diagram
- Add New Tasks
- Link Tasks
- Create An Outline Structure
- Format The Network Diagram
- Create A New Template
- Print The Network Diagram

### Estimating Task Durations Accurately

- The Scheduling Formula
- Understand PERT Analysis
- Optimistic, Expected & Pessimistic Durations
- Set PERT Weights
- Re-calculate PERT

### Managing Resources

- Create a Resource Pool
- Link to a Resource Pool
- Create & Assign Equipment Resources
- Create & Assign Material Resources
- Utilise Cost Rate Tables for Multiple Rates
- View Costs for Material Consumption

### Fine-Tune Resource Assignments

- Use Effort-Driven Scheduling
- Modify Task Types
- Delay the Start of Assignment Work
- Apply Task Contours

### Consolidating Projects

- Create a Master Project
- Insert Sub-Projects
- Create Dependencies Between Projects

### Sharing Information with Other Programs

- Create a Project Plan Snapshot
- Insert a Snapshot into a Word Document
- Insert a Snapshot into a Presentation
- Insert a Snapshot into a Spreadsheet
- Copy and Paste Project Data
- Save a Project as a Web Page
- Use and Modify Project Mapping
- Analyse Time scaled Data in Excel

### Tracking Actual Values

- Enter Actual Start and Finish Dates
- Mark Tasks Complete as Planned
- Enter Actual Duration
- Modify Remaining Duration
- Enter Actual Work
- Enter Actual Costs

### Earned Value Analysis

- Set the Project Status Date
- Display the Earned Value Table
- Create Calculated Fields
- Create a Stop Light Report
- Analyse Cost Variance

### Work Breakdown Structure

- Define WBS Codes
- Create & Display Outline Codes

### Customise Project

- Create and Run a Macro
- Create a Toolbar
- Use the Organiser

You will learn the practical process of running a project using MS Project; setting up an actual project and how to make use of the software's features and capabilities.