

MICROSOFT PROJECT ADVANCED AND PORTFOLIO MANAGEMENT

How to use MS Project Professional's advanced features to track projects, create dashboards, manage resource pools, and establish enterprise project & reporting standards

Course Description

This course trains participants how to use Microsoft® Project Professional to create, modify, and manage project schedules and how to create project portfolio visibility standards and reports for an organization.

Course	Target Audience	Days
Microsoft® Project Professional Advanced 2003 or 2007 <i>How to use MS Project Pro's advanced features to track, create dashboards, manage resource pools, and establish enterprise project & reporting standards</i>	Project managers, schedulers, portfolio managers	2 days

Learning Objectives

- How to maximize custom fields for filtering and advanced reporting
- Build and create MS Project standard templates
- Create and export data to other MS Office applications
- Establish integrated global resource pools
- Create macros to automate custom menus and buttons

Task ID	Task Name	Resource	Hours
1	Analysis & Design	Kevin Williamson	32 hrs
2	Installation & Configuration	Robert Walden	112 hrs
3	Integration of Systems	Rick Gardner	8 hrs
4	Quality Assurance	Tim Puncie	64 hrs

Who should take this course?

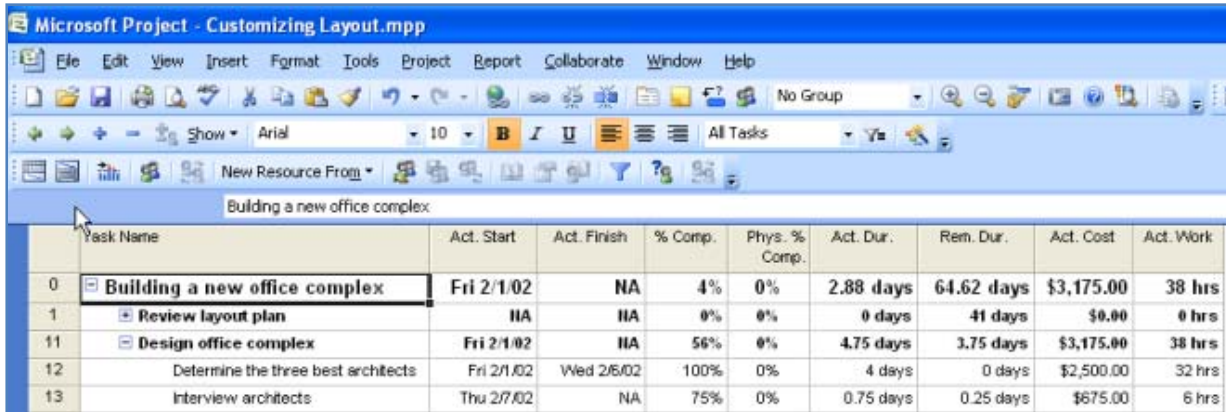
Anyone who is an advanced user of MS Project Professional and those who are implementing project portfolio management and resource allocation planning standards for a department or organization where uniform project information needs to be collected to track resource overallocation, key deliverables and project slippage.

Pre-Requisites

The attendee should have an extensive experience with MS Project (or have taken our MS Project Fundamentals course).

Take Away Tools and Templates

Course participants receive a course manual and CD with tools and templates for key project management communications, analysis and reporting processes.



The screenshot shows the Microsoft Project interface with a task list for 'Building a new office complex'. The task list includes the following data:

Task Name	Act. Start	Act. Finish	% Comp.	Phys. % Comp.	Act. Dur.	Rem. Dur.	Act. Cost	Act. Work
0 Building a new office complex	Fri 2/1/02	NA	4%	0%	2.88 days	64.62 days	\$3,175.00	38 hrs
1 Review layout plan	NA	NA	0%	0%	0 days	41 days	\$0.00	0 hrs
11 Design office complex	Fri 2/1/02	NA	56%	0%	4.75 days	3.75 days	\$3,175.00	38 hrs
12 Determine the three best architects	Fri 2/1/02	Wed 2/6/02	100%	0%	4 days	0 days	\$2,500.00	32 hrs
13 Interview architects	Thu 2/7/02	NA	75%	0%	0.75 days	0.25 days	\$675.00	6 hrs

Course Outline

Effective Project Management with MS Project

- Overview of the Project Management Lifecycle based on the Project Management Body of Knowledge (PMBOK)
- Review of MS Project Professional basics
- Applying MS Project to an organization's project management processes

Managing Projects Across Organizations

- Understanding and using the global templates
- Creating project templates and folders
- Standardizing with global options settings
- Establishing baselines & baseline reporting

Customizing Project for Maximum Reporting

- Creating customized and calculated fields
- Utilizing resource overallocation reports
- Creating focused reports

- Creating resource visibility
- Advanced formatting
- Mastering print output options

Customization and Automation with Macros

- Understanding Visual Basic Editor (VBA)
- Recording and editing macros
- Practical applications of macros
- Create custom menus and toolbars

Working with Multiple Files

- Creating master projects
- Creating and sharing global resource pools
- Working with subprojects

Automating Project Management Communications

- Using MS Project in workgroups
- Working with team assignments using e-mail