

Project Intermediate

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

2 Days

Who should attend?

This course is designed for a person who has an understanding of project management concepts, and is responsible for creating and modifying project plans, and requires a tool to manage those project plans.

Getting started with Project

Understand project management basics
Understand the screen layout

Create a project plan

Specify project information
Add file properties
Enter tasks and durations
Create a milestone
Adjust column definition
Move and copy tasks
Insert a task
Create a recurring task
Delete a task

Create an outline structure

Create subtasks
Identify a main summary task
Understand outline levels
Expand/collapse the outline
Display outline numbers
Display the project summary tasks

Creating dependencies

Understand dependency types
Link/unlink tasks
Change a dependency
Utilise lead and lag time
Display the critical path

Setting up resources

Enter resource information
Set-up an increase
Add a resource note

Scheduling resources

Assign resources to tasks
Remove a resource assignment
Assign a resource to a summary task
Understand effort driven scheduling

View and modify project costs

Analyse task/resource costs
Enter fixed costs
Create a task note

Working with calendars

Add public holidays to the project calendar
Modify project working hours
Create a new calendar
Apply a calendar to a task/resource

Resource management

Resolve overallocations
Manually level resources

Finalise the project plan

Set task constraints
Save a baseline/interim plan

Monitoring project progress

Analyse project statistics
Enter completion
Split a task

Report project information

Add/format a progress line
Split a task
Filter, group and sort information
Modify & print views
View predefined reports

Project Advanced

What do I need?

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

How long is the course?

2 Days

Who should attend?

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

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 webpage
- 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