Microsoft Project advanced course

Aim:

That the course participants obtain knowledge about how project planning and management can be improved by using the advanced options in MS Projects.

Duration:

The course period is two days, each day starts at 9 am and ends at 4 pm.

Contents:

The course participants learn to adjust the user interface to fit specific needs for information and overview, how to create macros, shortcuts, and tool bars for easy access to user defined views, how templates can be created for a more standardized and effective project planning, and creating reports with a well-arranged layout for presentation of information.

The course participants gain knowledge about the theory behind effort-driven planning and task types, which makes them capable of making the right decisions about which settings to use for projects of differents types as well as different ways of working.

The course participants learn how to make use of integration with other programs like MS Excel to analyse the project information and MS Access to save the project information in a database as well as how to communicate with the participants through e-mail and the internet.

Conditions:

That the participants have a level similar to the contents of Microsoft Project basic course.

Agenda - Day 1:

1. Start-up parameters
   · Effort-driven planning
   · Task type

2. Adjusting the user interface
   · Create filter
   · Adjust tool bars
   · adjust menu bars

3. Integration with other programs
   · Excel – analysis of data
   · Access – save project as a database

4. Changing standard values
   · Calendars
   · Organizer

5. Handling tasks
   · Deadline
   · Constraint types
   · Overtime work

Agenda - Day 2:

6. Reports
   · Task reports
   · Resource reports

7. Work group
   · Project Server
   · Tracking by e-mail
   · Adjustment of the e-mail form

8. Managing multiple projects
   · Resource pool
   · Subprojects

9. Layout
   · Bar Styles
   · Recurring tasks

10. Macros
   · Record macro
   · Edit macro

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