

Course Overview

The Advanced Microsoft Project training aims to equip participants with advanced skills and techniques in using Microsoft Project for planning, scheduling, tracking, and managing complex projects. This training is designed for individuals seeking to enhance their proficiency in project management, resource allocation, reporting, and automation within Microsoft Project. It is ideal for project managers, planners, resource managers, and anyone responsible for overseeing and managing projects of varying complexities.

Audience Profile

Project Managers seeking to enhance their project management skills. Project Team Members looking to deepen their understanding of Microsoft Project. Professionals involved in project planning and tracking. Business Analysts and Consultants working on project-related tasks.

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Advanced Project Planning

- Advanced Project Templates
- Custom Fields and Formulas
- Resource Pooling and Master Projects
- Setting Up Enterprise Calendars

Lesson 2: Resource Management

- Advanced Resource Assignment
- Resource Levelling Strategies
- Resource Pools and Shared Resources
- Managing Resource Conflicts

Lesson 3: Task Dependencies and Constraints

- Complex Task Dependencies
- Task Constraints and Deadlines
- Lag and Lead Times
- Critical Path Analysis

Lesson 4: Advanced Scheduling and Calendars

- Advanced Project Calendars
- Managing Multiple Projects
- Project Consolidation
- Task Types and Effort-Driven Scheduling

Lesson 5: Cost Tracking and Analysis

- Cost Resource Assignments
- Cost Rate Tables
- Earned Value Analysis
- Budgeting and Variance Analysis

Lesson 6: Reporting and Dashboards

- Advanced Custom Views and Tables
- Creating Reports and Dashboards
- Visual Reports and Data Analysis
- Customizing Project Reports

Lesson 7: Collaboration and Integration

- Collaborative Features with SharePoint
- Integrating with Microsoft Teams
- Importing and Exporting Data
- Sharing Project Data with Stakeholders

Lesson 8: Advanced Settings and Customization

- Customizing the Ribbon and Quick Access Toolbar
- Macros and Automation
- Advanced Project Options
- Troubleshooting and Performance Optimization

Lesson 9: Risk Management and Issue Tracking

- Identifying and Analyzing Project Risks
- Creating Risk Response Plans
- Issue Tracking and Resolution
- Advanced Problem-Solving Techniques

Lesson 10: Agile and Hybrid Project Management

- Introduction to Agile Concepts
- Using Agile in Microsoft Project
- Hybrid Project Management Approaches
- Managing Agile Projects with MS Project

Pre-Requisites

Required:

Familiarity with a Windows-based computer