

Course Overview

The purpose of the Microsoft Project Intermediate training is to empower participants with intermediate-level project management skills using Microsoft Project. This course focuses on more complex project management scenarios, including task scheduling, resource allocation, tracking progress, and communication with stakeholders. Participants will gain a deeper understanding of project management techniques and best practices, making them more effective project managers and contributors to their organizations.

Audience Profile

Project Managers and Coordinators looking to enhance their project management skills. Project Team Members seeking to increase their proficiency in 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: Review of Basics and Project Setup

- Recap of Microsoft Project Basics
- File Creation and Project Setup
- Task and Resource Import
- Customizing Views and Tables

Lesson 2: Task Management and Scheduling

- Task Types and Relationships
- Task Constraints and Deadlines
- Task Splitting and Recurring Tasks
- Task Assignment and Work Resources

Lesson 3: Resource Allocation and Tracking

- Resource Levelling Techniques
- Resource Assignment and Allocation
- Resource Costs and Rates
- Resource Work and Availability

Lesson 4: Task Calendars and Advanced Scheduling

- Task Calendars and Constraints
- Advanced Task Dependencies
- Task Lead and Lag Times
- Critical Path Analysis

Lesson 5: Baselines and Tracking Progress

- Setting and Saving Baselines
- Progress Tracking Methods
- Variance Analysis and Reporting
- Baseline Adjustments

Lesson 6: Communication and Reporting

- Printing and Sharing Gantt Charts
- Custom Views and Reports
- Exporting Data to Other Formats
- Communication with Stakeholders

Lesson 7: Advanced Task Customization

- Task Notes and Custom Fields
- Task Filters and Groups
- Task Deadlines and Reminders
- Advanced Task Information

Lesson 8: Resource Customization and Analysis

- Resource Groups and Pools
- Resource Cost and Rate Tables
- Resource Custom Fields
- Resource Usage Analysis

Lesson 9: Risk Management and What-If Analysis

- Identifying and Managing Risks
- Contingency Planning
- What-If Scenarios and Analysis
- Advanced Problem-Solving Techniques

Lesson 10: Collaboration and Integration

- Collaborating with SharePoint
- Integration with Microsoft Teams
- Importing and Exporting Data
- Sharing Project Data with Stakeholders

Pre-Requisites

Required:

Familiarity with a Windows-based computer