

MS PROJECT Advanced Level

OBJECTIVES

Using advanced planning techniques, communication, collaboration and customization of MS Project, this course is designed for advanced users, who are familiar with the concepts of project management and Microsoft Project software.



The participant will learn:

- How to customize the software;
- File management;
- Data exchange (import/export);
- The automatization of tasks;
- Multi-project environment.

PREREQUISITES

Basic knowledge of Microsoft Project.

COURSE SYLLABUS

1. Scheduling Method – Task Flow Chart (PERT Network)

- PERT Network
- Project margin
- Optimistic, expected and pessimistic scenario
- Save a temporary version
- The different views and reports

2. Control and Monitoring of a Project

- Follow-up methods
- The different project tracking views
- Follow-up reports

3. Customize MS Project

- The fields
- The tables
- The displays
- The different Gantt charts
- The reports
- The cutting structure (SFT or WBS)
- Text bars

4. Work Automation

- Model file
- The global.mpt file

5. Exporting and Importing Data

- Export data to Excel
- Analyzing chronological data in Excel
- Export data to Access
- Import Excel data
- Import Access data

6. Multi-Project Environment and the Concept of Priority

- Sharing resources
- Prioritisation of tasks and projects
- Create a multi-project file

7. Working Groups

- Configure workgroup settings
- Customize the workgroup
- Assign a workgroup to a resource

8. MS Project and the WEB

- WEB toolbar
- Creating an HTML file
- Inserting a Hyperlink

9. The Macros

- Toolbar
- Run a macro