

Class Title: Microsoft Project Advanced

Duration: 2 Days

1. Effective Task Scheduling

- 1.1. Work with Estimates and Dependencies
- 1.2. Work with Deadlines, Constraints and Task Calendars
- 1.3. Split and Reschedule Tasks
- 1.4. Set Baselines and Create Interim Plans

2. Manage Resources

- 2.1. Schedule Resources Efficiently
- 2.2. Resolve Resource Assignment Conflicts
- 2.3. Explore Methods of Resource Leveling
- 2.4. Explore Methods of Distributing Work
- 2.5. Analyze Resource Utilization via Project Views and Reports
- 2.6. Establish a Shared Resource Pool

3. Track Progress and Performance

- 3.1. View Slippage and Available Slack
- 3.2. Reschedule Work
- 3.3. Assign Overtime Hours
- 3.4. Compare and Report on Progress

4. Work with Earned Value

- 4.1. Understand Earned Value Fields
- 4.2. Set a Status Date for Earned Value Analysis
- 4.3. Assessing the Value of Work Performed and in Progress
- 4.4. Use Views, Reports and Tables to Display Earned Value

5. Customizing the Project Plan

- 5.1. Create Custom Fields for Dates and Calculations
- 5.2. Create Custom Flag Fields
- 5.3. Create Custom Tables
- 5.4. Create Custom Filters
- 5.5. Create Custom Reports and Views

6. Exchanging Project Plan Data

- 6.1. Create Custom Import Maps
- 6.2. Export Data to Excel
- 6.3. Exchange Calendars, Views, and Tables Between Projects
- 6.4. Use Project Data in PowerPoint Presentations