



Microsoft Project (Intermediate)

97/XP/2000/2002/2003/2007





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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Last Updated: Jan 2008
MSPJ02

Duration:

1 Full Day

Who should attend:

This course is intended for people who wish to learn how to schedule projects using Microsoft Project. It covers all of the essential information required to create a reasonably complex project schedule. This course is intended for people who need to know how to manage projects using Microsoft Project.

Course Pre-requisites:

This course is designed for participants with a basic knowledge of Microsoft Project. An understanding of essential Windows concepts, especially file management, is desirable.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft Project (Advanced)
- Project Management with Microsoft Project

Microsoft Project (Intermediate)

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Topics Covered:

Resource Levelling

1. Resource Levelling Overview
2. Creating Resource Chaos
3. Tracking Down Over allocations
4. Fix 1: Changing Work Effort
5. Fix 2: Assigning Overtime
6. Fix 3: Hiring Contract Labour
7. Fix 4: Switching Work Assignments
8. Fix 5: Rescheduling Tasks
9. Resource Levelling Quick Reference

Costs

1. Costing Overview
2. Reviewing the Current Cost Status
3. Variable Resource Costs
4. Assigning Daily Costs for Equipment Hire
5. Assigning Resource Usage Costs
6. Assigning Fixed Costs
7. Assigning Material Costs
8. Using Multiple Cost Tables
9. Changing Resources Rates during a Project
10. Viewing Costs
11. Costs Quick Reference

Constraints & Deadlines

1. Overview of Constraints & Deadlines
2. Reviewing Our Project
3. Adding a Constraint
4. Using Elapsed Time to Resolve Conflicts
5. Creating a Deadline
6. Constraints & Deadlines Quick Reference

Assigning Materials

1. Overview of Assigning Materials
2. Assigning Fixed Material Consumption
3. Contouring Materials Usage
4. Adding More Material Resources
5. Assigning Variable Usage Materials
6. Adding To a Material Assignment
7. Checking Work for Materials
8. Assigning Materials Quick Reference

Project Monitoring

1. Overview of Project Monitoring
2. Creating a Baseline
3. Getting Project to Update Progress
4. Manually Updating Task Progress
5. Entering Delayed Tasks
6. Tracking Actuals on a Gantt Chart
7. Using the Tracking Box
8. Viewing Task Slippage
9. Project Monitoring Quick Reference

Templates

1. Templates Overview
2. Examining Existing Templates
3. Creating a New Template
4. Using a Template
5. Modifying a Template
6. Changing the Global Template
7. Removing Items from the Global Template
8. Copying Items between Projects
9. Templates Quick Reference.

Reporting Techniques

1. Reporting Techniques Overview
2. Inserting Page Breaks
3. Removing Page Breaks
4. Using Predefined Reports
5. Modifying a Predefined Report
6. Crosstabulation Reports
7. Dissecting a Crosstabulation
8. Creating a Crosstabulation Report
9. Sharing Custom Reports
10. Reporting Techniques Quick Reference

Project Views

1. Working with Views
2. Combination Views
3. Creating Your Own Views
4. Creating a Combination View
5. Placing Views on the Menu
6. Sharing New Views with Other Projects
7. Project Views Quick Reference

More Tables & Filters

1. Overview of Tables and Filters
2. Understanding Tables
3. Creating a New Table
4. Using the New Table
5. A Clayton's Table
6. Exploring Filters
7. Creating a Custom Filter
8. More Tables & Filters Quick Reference