pm-partners

Advanced Microsoft Project v2010

Duration: 2 days

" PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. "

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Overview

This powerful and practical course is facilitated by experts and is designed to provide participants with the advanced skills and knowledge for managing their projects using Microsoft Project 2010.

These skills can be put to immediate and practical use at the completion of the programme. The course refers to various source materials and draws upon the research and experience of PM-Partners group's extensive involvement in managing projects.

Course Objectives

The objective of this course is to gain practical experience in using the more advanced features of Microsoft Project 2010 that will enable you to:

- Create an effective schedule based on appropriate constraints and resource calendars
- More effectively manage resource allocations across multiple projects
- Track and review performance using baselines and customised reports
- Create a master project / sub project structure to manage large projects / programs
- Customise Microsoft Project to suit your project needs

Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

This course can be held on-site or at our premises. All courses can be customised to suit your requirements.

Materials: A comprehensive participant handbook is provided.

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Who should attend?

This course is designed for project managers, team members and service managers seeking an advanced level of proficiency in the management of their projects using available software tools for project scheduling and control.

Prerequisites

As this is an advanced course, participants are required to be proficient in using Microsoft Project at a basic to intermediate level.

It is recommended that participants have attended a Microsoft Project Essentials course and have **12-18 months hands-on experience** regularly using Microsoft Project.

Development Units

Participants who have been awarded the Project Management Professional (PMP)® credential by the Project Management Institute (PMI)® are eligible to earn **14 PDUs** for their participation in this course (14 Technical).

Participants holding any of the Project Management accreditations (CPPP/CPPM/ CPPD) are eligible to earn **20 CPDs** for this short course.

Course Summary

Working with calendars

Creating a base calendar. Working with additional resource calendars.

Scheduling tasks

Defining project information. Creating a work breakdown structure (WBS) based on appropriate relationships and constraints.

Managing resources

Sharing resources between projects. Resource pools. Customising resource information. Effort-driven scheduling. Levelling resources through scheduling delays and managing over-allocations.

Tracking progress

Working with baselines and interim plans. Finding slack in the schedule. Creating and customising reports.

Using master projects

Setting up a master project / sub-project structure. Setting project and task priorities. Viewing multiple critical paths. Linking tasks across projects.

Customising Microsoft Project

Create custom tables, filters and lookup fields. Customising project information, the Gantt chart, and WBS codes. Importing and exporting data.

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