

# Project Management with Microsoft Project – Advanced

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2 Day Course

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## Overview

Designed for the advanced user or serious novice, Mastering Advanced Project Management teaches techniques for using Microsoft Office Project 2007 pertinent to managing complex projects in mature project management environments. In this course, the special emphasis is on “explaining the mysteries” that often arise with the software, and adding depth and mastery to your software skills. This course is intended for experienced users of Microsoft Project who are faced with managing complex projects and work in an organization that demands advanced project management maturity.

## Prerequisites

Completion of our Project Management with Microsoft Project – Introduction course, or comparable knowledge and experience is required.

## Materials Provided

Our coursebook, Project Management with Microsoft Project – Advanced, and a certificate of completion.

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### Project Closure

- Using Project Closure Methodologies
- Closing a Project
- Canceling Unnecessary Tasks
- Marking Milestones as Complete
- Saving a Completed Project as a Template
- Creating a New Project from a Template
- Using the Compare Project Versions Tool

### Working with Fields

- Reviewing the Microsoft Project Data Model
- Understanding Fields
- Inserting a Field in a Table
- Using Standard Fields in Views, Tables, Filters, and Groups
- Using the Calendar View
- Creating a Custom Calendar View
- Understanding Custom Fields
- Defining Custom Fields
- Using a Lookup Table in a Custom Field
- Using a Formula in a Custom Field
- Using Graphical Indicators in a Custom Field
- Defining Custom Outline Codes
- Deleting a Custom Field or Outline Code
- Using AutoFilter to Create a Custom Filter

### Advanced Calendars and Scheduling

- Reviewing Calendar Types
- How Calendars Control the Project Schedule
- Understanding Task Scheduling
- Synchronizing Calendar Options
- Setting the Project Start Time

### Advanced Scheduling

- Comparing Duration vs. Scheduling
- Understanding Assignment Views
- Using the Task Usage View
- Using the Resource Usage View
- Viewing the Assignment Information Dialog
- Understanding Work Contours
- Applying Work Contours
- Using Administrative Projects
- Rescheduling a Project

### Project Costing

- Understanding Project Costing
- Understanding Cost Accrual Methods
- Using the Resource Cost Accrual Method
- Using the Fixed Cost Accrual Method
- Using Resource Cost Rate Tables
- Setting the Cost Rate Table
- Tracking Multiple Fixed Costs
- Using Cost Resources
- Using Expense Cost Resources
- Understanding Earned Value Analysis
- Setting Up Microsoft Office Project 2007 for EVA
- Viewing Earned Value Fields
- Changing the EVA Calculation Method

### Critical Path Analysis

- Understanding the Critical Path
- Identifying the Critical Path
- Using the Critical Field
- Using Text and Cell Background Formatting
- Filtering for the Critical Path
- Changing the Critical Path Calculation
- Using the Schedule Table
- Understanding Issues with the Critical Path

# Project Management with Microsoft Project – Advanced

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2 Day Course (*continued*)

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## **Managing Project Risks**

- What is Risk Management?
- Using a Risk Management Plan
- Identifying Risks
- Quantifying Risks
- Developing a Risk Response
- Using Risk Monitoring and Control
- Managing Risk in Microsoft Office Project 2007
- Using PERT Analysis
- Using PERT Analysis Views
- Adding Lag Time on Task Dependencies
- Adding Documentation to the Gantt Chart
- Increasing Work or Duration
- Modifying the Gantt Chart

## **Importing and Exporting Project Data**

- Exporting Project Data
- Exporting to an Excel Workbook
- Exporting to an Excel PivotTable
- Exporting to Text Files
- Exporting to an XML File
- Importing Project Data
- Importing from a Project Database File
- Importing an MPX File
- Importing from an Access Database File
- Importing from an ODBC Database
- Importing from an Excel Workbook File
- Importing from a Text File
- Importing from an XML File
- Saving a Project Workspace
- Exporting a Project Image

## **Leveling Resource Overallocations**

- Understanding Overallocation and Leveling
- Manually Leveling Overallocations
- Understanding Leveling Options
- Leveling Calculations Options
- Leveling Range Options
- Resolving Overallocations Options
- Leveling Order
- Using Additional Leveling Options
- Restricting Resource Leveling
- Using the Can Level Field
- Using the Task Priority Field

## **Using Master Projects**

- Master Project Defined
- Creating a Shared Resource Pool
- Connecting to a Shared Resource Pool File
- Using a Shared Resource Pool
- Unlinking from a Shared Resource Pool
- Creating a Master Project
- Using the Inserted Project Information Dialog
- Setting Cross Project Dependencies
- Understanding Task Dependency Theory
- Setting External Dependencies
- Viewing and Editing External Dependencies
- Setting Cross Project Linking Options
- Program and Portfolio Analysis
- Viewing Progress across Program Phases
- Analyzing Work and Cost across a Program

## **Working with Macros**

- Understanding VBA
- Running a Macro
- Recording a Macro
- Viewing Your Recorded Macro VBA Code
- Writing a Macro
- Adding a Macro to a Toolbar Button
- Managing Macros and Toolbars
- Setting Macro Security
- Creating a Digital Certificate