



MICT SETA accredited ACC/2011/07/066 Est. October 2003

BEE LEVEL 2 Company

College Africa Group - Microsoft Project Advanced Essentials table of contents

This course builds on the fundamental features learnt in the Microsoft Project Core Essentials course. This is a one-day course which will provide the delegate with sufficient skills to create and understand MS Projects. This course will prepare the delegate for more advanced MS Project courses. The delegate receives a manual and a digital attendance certificate.

It is imperative that the delegates understand Project Management terms and have attended the MS Project Core Essentials course. Our Project Management Essentials course is sufficient preparation.

This advanced-level course offers an in-depth look at the features of Microsoft's Project. This 12-module course helps students get a grasp on this very handy project management tool and the best ways to exploit its features to encourage and enhance productivity.

Working with Network Diagrams

Network Diagrams are an integral part of Project; they can help users view tasks, dependencies, and critical paths of a project. This module shows students how to view a network diagram, change the network diagram layout, format boxes, and modify box styles.

Working with Calendar View

The Calendar provides a way for students to track the progression of events, tasks, and the entire project. This module shows students how to view the Calendar and the Task List, how to modify text and bar styles, as well as how to format gridlines and change the calendar view.

Using the Team Planner

The Team Planner can be used to see what work has been assigned to whom. During the course of this module, students are shown how to open the Team Planner, format its items, resolve unassigned tasks, and allocate work using the Team Planner.

Creating Baselines and Interim Plans

Project baselines are used to compare initial plans against the current project's status. Interim plans are similar but save just the current start and finish dates. This module provides your students with the skills to set a project baseline and interim plan, view a baseline, view an interim plan, and clear a baseline or interim plan.

Creating Progress Lines

Progress lines provide a visual way to track the progress of a project. This module covers how to display, interpret, edit, format, and remove progress lines.

Tracking Progress

Tracking progress is vital to any project and its success. It only makes sense that you need to know how things are progressing so you can guarantee a successful conclusion. Here, students are shown how to use the Tracking Gantt view, track tasks using filters and grouping, view the critical path, and view task paths.

Resolving Resource Conflicts

Proper and efficient resource usage allows a project to meet its goals and deadlines. It's also a fact that sometimes resource conflicts arise and they have to be resolved. In this module, students will learn how to determine when resource conflicts exist, how to reassign resources, how to schedule overtime, and how to level resources automatically.

Managing Project Costs

Another vital topic for anyone dealing with a project is cost. Project managers must keep costs under control and follow a budget, and this module takes a look at some of those related skills. In this section, students will learn how to set currency options, enter costs with the Resource Sheet, enter costs with the Resource Information dialog, use cost table rates, view costs, and manually update costs.

Comparing Projects

Comparing projects allows you to visually see the differences between files. This module covers how to compare projects, use the Compare Projects tab, analyse the results of a comparison, and compare resources.

Working with Resource Pools

Resource pools are master lists of resources that can be used by more than one project. The focus in this module is on teaching students how to create a resource pool from a single project and multiple projects, how to link a project to the resource pool or how to unlink it, and how to update a resource pool.

Working with Multiple Projects

You can insert one project into another to make it a subproject of the master project. This module gives students the skills to insert subprojects, unlink and remove subprojects, consolidate projects, and view information about inserted projects.

Using the Organiser

The Organiser allows users to move elements between two local files or between a local file and the global template file. This module gives students the skills to open the Organiser, and copy, rename, and delete project elements.

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