



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Microsoft Project Advanced Essentials

The plan exists, but nobody can tell whether the project is on track or on budget

Duration: One day | **Level:** Advanced

The business problem

Creating a schedule is only the start. Once work begins, project managers need to compare progress with the original plan, resolve over-allocated people, control costs and manage several projects that share resources.

Without these skills, Microsoft Project becomes a static chart while the real project drifts.

You need this course if...

- You cannot compare actual progress with the original plan
- People are over-allocated across tasks or projects
- Project costs are tracked outside Project
- You run several projects that share the same resources
- Management wants to see the critical path and what is late

How this course solves it

This one-day advanced course builds on Microsoft Project Core Essentials and gives delegates the skills to track, control and report on projects.

It covers network diagrams, calendar view, the Team Planner, baselines and interim plans, progress lines, tracking, resource conflicts, project costs, comparing projects, resource pools, multiple projects and the Organizer.

Who should attend?

- Project managers and coordinators
- Planners responsible for tracking and reporting
- Delegates who have completed Microsoft Project Core Essentials

Prerequisites: an understanding of project-management terms and attendance of Microsoft Project Core Essentials. CAG's Project Management Fundamentals course is sufficient preparation for the terminology.

Course content

1. Working with Network Diagrams

- Viewing a network diagram
- Changing the layout
- Formatting boxes and modifying box styles

2. Working with Calendar View

- Viewing the Calendar and Task List
- Modifying text and bar styles
- Formatting gridlines and changing the view

3. Using the Team Planner

- Opening and formatting the Team Planner
- Resolving unassigned tasks
- Allocating work

4. Creating Baselines and Interim Plans

- Setting a baseline and an interim plan
- Viewing baselines and interim plans
- Clearing a baseline or interim plan

5. Creating Progress Lines

- Displaying and interpreting progress lines
- Editing, formatting and removing them

6. Tracking Progress

- The Tracking Gantt view
- Tracking tasks with filters and grouping
- Viewing the critical path and task paths

7. Resolving Resource Conflicts

- Identifying resource conflicts
- Reassigning resources
- Scheduling overtime
- Levelling resources automatically

8. Managing Project Costs

- Setting currency options
- Entering costs in the Resource Sheet and Resource Information dialog
- Cost rate tables
- Viewing and manually updating costs

9. Comparing Projects

- Comparing project versions
- The Compare Projects tab
- Analysing results and comparing resources

10. Working with Resource Pools

- Creating a resource pool from one or more projects
- Linking and unlinking projects
- Updating a resource pool

11. Working with Multiple Projects

- Inserting, unlinking and removing subprojects
- Consolidating projects
- Viewing inserted project information

12. Using the Organizer

- Opening the Organizer
- Copying, renaming and deleting project elements

After the course

Delegates will be able to:

- Use network diagrams, calendar view and the Team Planner
- Set baselines and interim plans and compare progress
- Track progress with progress lines, Tracking Gantt and the critical path
- Resolve resource conflicts and level resources
- Enter, view and update project costs
- Compare projects and manage resource pools
- Manage multiple projects and use the Organizer

Training format

Duration: One day

Materials: Course manual and digital attendance certificate

Related courses

Microsoft Project Core Essentials

The foundation course: setting up, scheduling, resources and reports. [View course](#)

Project Management Fundamentals

Project management terms and concepts, recommended before any MS Project course. [View course](#)

Microsoft Planner Core Essentials and Advanced

For teams that plan and track work in Microsoft 365 Planner rather than Project desktop. [View course](#)

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/ms-project-advanced-essentials/ | [What our clients say about us](#)

Regards

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