Project Advanced

Course Duration

1 Day

Objectives & Expected Outcomes

Exchange project plan data into other applications

View and update a project plan

View and create custom reports

Create custom views

Manage resources and resource conflicts Record macros

Pre-Requisites

The delegate should have completed the Introductory course, or gained similar knowledge in the workplace.

Subjects

EXCHANGING PROJECT PLAN DATA WITH OTHER APPLICATIONS

Import a Task List from an Excel File into a New Project Plan Create a Custom Import Map | Export Project Plan Data into Excel | Copy a Picture into Word and Other Documents

UPDATING A PROJECT PLAN

Enter Task Progress Information | View Task Progress | Split a Task | Reschedule a Task | Filter Tasks in a Project Plan | Save Multiple Baselines | Display Multiple Baseline Gantt

CREATING CUSTOM REPORTS

Graphical Reports | New Pre-installed Reports | Burndown Reports | Create a Custom Report | Modify a Custom Report's Header and Footer | Add a Picture to a Report | Modify a Custom Report's Margins | Print a Custom Report

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RE-USING PROJECT PLAN INFORMATION & COLLABORATION

Create a Project Plan Template | Create a Custom Combination View | Make Custom Views Available to Other Project Plans | Share Resources | Create a Master Project Plan | Talk to Your Team Share Meetings Project Online

MANAGING RESOURCES

What are Resources? | Creating Resources using the Resource Sheet | Methods of Assigning Resources to Tasks - Resource Assignment Dialogue Box, Task Entry Form, Task Information Button, | Gantt Sheet View | Adding Notes for a Resource | Specifying Resource Availability | Changing Resource Assignments or Effort Driven Tasks Removing the Effort Driven Status of a Task | Resource Work, Duration and Task Type | Assignment Information | Creating a Resource Pool | Updating and Refreshing Resource Pools | Closing Files with Shared Resources

TASK CONSTRAINTS

Setting a Baseline | Displaying Summary Statistics for the Project | Different Task Constraints | Setting Task Constraints

RESOURCE CONFLICTS

Resource Conflicts | Automatic Levelling | Views Used for Automatic Levelling | Finding Over-allocations | Strategies for Solving Over-allocations

MULTIPLE PROJECT MANAGEMENT

Combining Projects | Inserting a Project within Other Projects | Maintaining Combined Projects | Deleting an Inserted Project | Linking Projects | Resources in Linked Projects

CUSTOMISING PROJECT

Creating a Custom Table | The Table Definition Screen Modifying Tables on Screen | Custom Fields Custom Views | Custom Filters | Using the Organizer | Customizing Toolbars | Creating a New Toolbar | Displaying and Hiding Toolbars | Moving and Resizing Toolbars Deleting Toolbars | Adding and Removing Buttons | Resetting Toolbars

MACROS

Recording a Macro | Adding a Macro to a Toolbar | Running Macros

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