# MS Project (advanced) (code: MS-Project-201)

## Overview

The course is intended for experienced users, who have worked or work with MS Project and want to improve skills and knowledge of project management. Students learn how to use MS Project to:
— plan well-structured projects,
— monitor project progress,
— precisely report on project status.

## Duration

2 days

## Agenda

1. Working with tasks.
   — Creating, deleting, splitting tasks.
   — Understanding summary tasks.
   — Understanding tasks types: standard tasks, period tasks, milestones.
   — Browsing tasks: sorting, filtering, grouping.
2. Determine task dependencies.
   — FS, SS, FF.
   — Lag, lead time.
   — Managing typical problems with complicated tasks dependencies.
3. Resources.
   — Defining resources.
   — Understanding resource types: materials, work. Costs.
   — Working with resource pools.
   — Assigning resources to tasks
   — Understanding dependencies between assigned resources and task duration.
   — Dealing with overtime work.
   — Managing typical problems with resource assignment.
   — Managing workloads and availability. Balancing overloads.
   — Task pricing based on resource cost.
4. Working with project calendars.
   — Setting work time.
   — Changing project calendar.
   — Using calendars from other projects.
   — Saving calendars to global template.
   — Linking tasks from multiple calendars.
   — Working with resource calendars.
5. Working with views.
   — Gantt charts: changing task appearance, setting formatting rules, using wizards.
   — Network diagrams: improving readability, changing cell format, moving tasks.
   — Using other views.
   — Using custom views from other projects.
   — Saving custom views to global template.
   — Printing. Preparing for custom printing.
   — Printing reports. Creating custom reports.

6. Managing costs.
   — Understanding cost types.
   — Working with project budget.
   — Analysing cash flow.
7. Managing progress and project changes.
   — Working with baseline plans: capabilities and limitations.
   — Comparing project versions.
   — Working with progress line.
   — Managing current activities, running tasks, lags.
   — Understanding real costs.
   — Using milestones.
   — Working with tasks and resources beyond a budget.
8. Using PERT Analysis.
9. Working with custom columns.
   — Using custom columns to store advanced task information
   — Using outline codes.
   — Calculating values to populate custom fields.
   — Using formulas to populate standard fields.
   — Formatting tasks using custom fields.
   — Using formulas from other project.
   — Saving formulas to global template.
10. Customizing the program.
    — Using toolbars: hiding, showing, adding and removing buttons, creating custom toolbars.
    — Useful options settings: tasks duration, assignments, scheduler etc.
    — Recording macros. Creating custom action buttons.
    — Creating custom templates.
11. Managing multiple projects.
    — Creating a master project. Inserting projects into a master project.
    — Managing inter-project dependencies. Managing task dependencies across projects (external dependencies).
    — Working with typical scenarios.
    — Sharing resources across multiple projects.
12. Working with MS Project Server.
    — Standard configuration. Connecting to the server.
    — Saving project to the server. Publishing project.
    — Creating server resources. Using server resources in projects.
    — Using generic resources. Using enterprise resources.
    — Working offline.
    — Reporting progress.
    — Understanding user roles and permissions.

## Target audience and prerequisites

The course is intended for novice and experienced users who want to improve their MS Project skills to expert level.

Before attending this course, students must have:

— Basic computer knowledge, such as keyboard and mouse skills.
— Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
— At least a basic knowledge of the MS Office Word and Excel.

## Certificates

Course participants receive completion certificates signed by ALX.

## Locations

— Warsaw (English) – Jasna 14/16A
— Online (English) – your home, office or wherever you want
— any other location (London, UK, EU) on request

## Price

340 EUR

The price includes:

— course materials,
— snacks, coffee, tea and soft drinks,
— course completion certificate,
— one-time consultation with the instructor after course completion.