

# Intermediate Microsoft Project

Duration: 1 Day

## Book Today Control your Projects

### Overview

This course will provide you with a detailed understanding of how to use Microsoft Project to manage and plan project activity. You should already have an understanding of how to use the basic functions of MS Project. We will teach you how to manage multiple projects, address issues of over allocation and adjust your project forecast to keep it on track. Microsoft Project can ensure that you can bring the project in on time and on budget.

### Who should attend

This course would suit anyone familiar with Microsoft Project and is looking to develop their knowledge to achieve closer control over one or multiple projects. This course is perfect for existing project managers who already use MS Project.

### What's Next

Project Management Skills

### Content

#### **Introduction**

- Critical and Slack Time
- Adjusting Outline Options
- Interrupting Work on a Task
- Keeping Track of Your Project
- Adjusting the Project to Keep it on Track
- Tracking Project Costs
- Creating a Project by using a Project Template
- Managing Several Projects at the Same Time
- Creating a Work Space
- Effort Driven Scheduling and Task Types

#### **Resources**

- Resource Calendar
- Resources
- Controlling when a Resource starts work on a Task
- Assigning Costs to Tasks and Resources
- Assigning a Fixed Cost to a Resource
- Accruing Costs
- Resolving Resource Over Allocations
- Sharing Resources Among Projects

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