

TOTAL SYSTEMS EDUCATION, LTD.

TSE008

USING MICROSOFT PROJECT ADVANCED TOPICS



Course Description:

After reinforcing the MICROSOFT PROJECT concepts and facilities, this workshop addresses those areas and where the package helps the Project Manager to Plan, Organize and Track and Report single and multiple projects, their schedules, estimates, deadlines, costs and associated resources. The Instructor also plans time to resolve specific participant MS Project issues.

Prior knowledge and real-world use of MICROSOFT PROJECT is required!

Upon completion, participants involved with PMI® and the Project Management Institute's Project Management Professional – PMP program, are awarded 7 PDUs or 7 “Contact hours”. Our R.E.P. code is 1270.

Upon completion of the course, participants will be able to:

- ◆ Setup Projects and Sub-Projects and their Work Breakdown Structures, Estimates, and Dependencies using the PROJECT system;
- ◆ Input and track multiple project plans, with and without resource assignments and establishing inter-project dependency links;
- ◆ Use PROJECT to Plan and Manage MULTIPLE Projects and SHARE RESOURCES across multiple projects;
- ◆ Use additional PROJECT facilities to speed up data manipulation;
- ◆ Use PROJECT to perform multiple "What if?" scenarios e.g. change plans, project delays, resource over-under allocations etc.;
- ◆ Generate customized Reports, Views and Tables for Team Members, Management and Users;
- ◆ Change plans and schedules due to resource availability, task dependencies, imposed due dates, milestones and deadlines;
- ◆ Format Project to convey necessary information to concerned Stakeholders;
- ◆ Use PROJECT to BASELINE Schedules and TRACK started, in-progress and completed tasks;
- ◆ Use PROJECT to Identify Resource Conflicts and Track Work Effort;
- ◆ Create, Modify and Use TEMPLATES and RECURRING Tasks for similar projects;
- ◆ Use PROJECT to dynamically link to other software for optimum project management processes.

This workshop is truly dynamic and uses PROJECT 2002, 2003 and 2007. Additional topics, tools and techniques are added, changed and/or deleted based upon the particular needs of participants and their organizations. Instructional methods for this 1 day program include lecture, discussion, question and problem sessions, and extensive hands-on exercises using many features of PROJECT.

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Course Outline:

I. INTRODUCTION

- A. Course Objectives
- B. Review *Microsoft PROJECT*

FACILITATED DISCUSSION OF PARTICIPANT MSP ISSUES AND EXPERIENCES

II. FULL TIME PROJECTS WITH PART TIME RESOURCES

- A. Partial Resource Allocations ways and consequences
Resource Calendar, Resource Units, Resource Hours
- B. Keying in the work effort
 - 1. Split Screen, Assign Resources Button
 - 2. Why initial Project Set-up is so important
- C. Task Usage View and Resource Usage View

III. IDENTIFYING & RESOLVING RESOURCE CONFLICTS

- A. Resource Sheet, Resource Graph, Resource Usage,
Resource Allocation View
- B. Resource Leveling
Options and what they mean
- C. Leveling Gantt
- D. Analyzing other resources Options

IV. TRACKING WORK EFFORT

- A. Update Task Status Updates Resource Status
- B. Actual Cost Calculation
- C. Resource Work Views
- D. Percent Complete vs. Actual Work

V. FORMATTING THE PROJECT

- A. Text Styles
- B. Gantt Chart Wizard
- C. Bar Styles (Making your Project stand out)
- D. Format Dependency Lines
- F. Format Time Scale



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Course Outline (Continued):

- VI. CUSTOMIZING MICROSOFT PROJECT**
 - A. Filters
 - B. Sorts
 - C. Groups
 - D. Customizing a Table
 - 1. Using Custom Fields and Formulas
 - 2. Creating Specialized Tables
 - 3. Tricks
 - E. Reports --Task, Resource, Calendar and Cross Tab Reports
 - F. Creating New Views
 - B. Saving all this work for use on other Projects

- VII. ADDITIONAL FEATURES**
 - A. HTML
 - B. Hyper Links
 - C. OLE/DDE
 - 1. Dynamic Links from Excel
 - 2. Object Embedding
 - D. Excel Work Sheet Inserted into Project
Dynamic Exchange

- VIII. MANAGING MULTIPLE PROJECTS**
 - A. Different Types of Multiple Projects
 - 1. Independent Projects
 - 2. Sub-projects
 - B. Consolidating Projects on a Single View
 - C. Linking Different Projects Together

- IX. SHARING RESOURCES AMONG PROJECTS**
 - A. How to Share Resources
 - 1. Full-time
 - 2. Part-time
 - B. Customizing the Resource Table for useful information
 - C. What the data is telling you
 - D. Making Adjustments
 - E. Issues and Concerns

- X. CONCLUSION**
 - A. Review Advanced Topics
 - B. Participants Critique Class

