

General Description: The aim of this course is to provide the skills beyond the basics and covers topics such as project scheduling, resource allocation problem solving, entering and tracking costs, printing and formatting.

Target Audience This course is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

Prerequisites: This course assumes that the learner can create basic projects using Microsoft Project. A good understanding of the Windows environment and of one or more Microsoft Office products is also desirable.

Learning Outcomes

- Resource Levelling
 - over allocations
 - change work effort
 - assign overtime and/or contract labour
 - reschedule tasks
 - Material Resources
 - assigning, consumption, contouring, variable usage
 - Project Costs
 - variable, daily, fixed, per usage
 - different cost tables
 - Constraints and Deadlines
 - add constraints or deadlines
 - elapsed time
 - rescheduling tasks
 - Project Tracking
 - baselines
 - delayed tasks
 - tracking actuals
 - task slippages
 - Project Views
 - split, custom, combination views
 - Tables
 - formatting, customising
 - Controlling Project Data
 - Filtering and Sorting
 - Formatting Projects
 - Printing Projects
-