



Intermediate Microsoft Project (1 Day)

COURSE GOAL: To teach the Project User the intermediate capabilities of Project for Windows.

PREREQUISITES: Beginning Windows, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Manage Project and Task Details
- Review Resource/Cost Allocations
- Track the Progress of a Project
Create a graphic
- Manage the System

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Manage Tasks
<input type="checkbox"/>	<input type="checkbox"/>	Manage task details
<input type="checkbox"/>	<input type="checkbox"/>	Review resources
<input type="checkbox"/>	<input type="checkbox"/>	Review costs
<input type="checkbox"/>	<input type="checkbox"/>	Monitor projects
<input type="checkbox"/>	<input type="checkbox"/>	Monitor resources
<input type="checkbox"/>	<input type="checkbox"/>	Manage the system
<input type="checkbox"/>	<input type="checkbox"/>	Create macros

If you answered NO to three or more of these questions, and understand the basic material, you should attend this class.

KEY TOPICS:

I. More Advanced Projects

- A. Bottom Up Scheduling
- B. Entering the tasks
- C. Managing personal information
- D. Entering fixed costs
- E. Fixed durations

II. Network Diagram View

- A. Using Network Diagram View
- B. Creating Projects in network diagram view
- C. Estimating durations
- D. Customizing diagram boxes

III. Fine Tuning the Project

- A. Shortening the schedule
- B. Assigning the same resource twice
- C. Overtime
- D. Reducing costs
- E. Adding pay raises
- F. Switching resources
- G. Decreasing the workload

IV. Tracking the Project

- A. Setting the baseline
- B. The tracking toolbar
- C. Completing tasks
- D. Actual dates
- E. Updating multiple tasks
- F. Tracking views
- G. Interim plan

V. Advanced Views

- A.** Inserting Columns
- B.** Filtering views
- C.** Pictures
- D.** Adding graphics