



4D Group

## MS Project Advanced

### Who would benefit?

This course is for those who wish to expand their working knowledge of MS Project and make full use of the software's facilities through a course packed full of practical examples and hands-on exercises.

### Objective

To gain a detailed working knowledge of Microsoft Project and to be able to create projects from start to finish, producing high quality professional project planning documentation.

### Content

- Understanding the Project Scheduling Engine
  - Making tasks 'fixed duration'
  - Understanding the relationship between work, duration and the number of resources available
  - Assigning resources to work overtime
  - Viewing over allocated resources
  - Task Usage and Resource Usage Views
- Project Costings
  - Understanding fixed and variable costs
  - Viewing the costs of your project
  - Updating costs
  - Earned value information
- Advanced Views
  - Adding columns to tables
  - Customising columns
  - Creating custom tables
  - Creating custom filters
- Producing Reports
  - Viewing existing reports
  - Creating custom reports
- Multiple Projects
  - Sharing Resources
  - Inserting Subprojects

### Duration

One day

### Pre-requisites

It is assumed that anyone attending this course has either attended or has the knowledge provided by MS Project Introduction.