



MICROSOFT PROJECT (Advanced)

Course Introduction:

The Learn Microsoft Project 2013 advanced training is built around simplifying your life and helping your project succeed. This course is a continuation of the Learn Project 2013 Beginners/Intermediate training.

Project planning and management is both an art and a science. And we cover both sides in this latest course. Without the right tools, it can become overwhelming. That's why, in this course, your trainer will present the advanced project management features Microsoft Project has to offer.

Course Objectives:

By the end of this program you will be able:

- Share resources across multiple projects.
- Consolidate projects.
- Produce multiple project reports.
- Customize Views, Tables, Filters and Groups.
- Interact with Word processors, Spreadsheets and Database Packages.
- Use new and interesting features of the product.

Who Should Attend?

This course has been designed for those who have some experience with Microsoft Project and who wish to become familiar with some of the more advanced features of the product. It is particularly useful for those who have been using earlier versions of the product and who wish to become conversant with some of the new features in Microsoft Project 2010.

Project Managers and other business professionals who are familiar with Microsoft Project 2013 (or previous versions) and are looking to deepen their knowledge with more advanced skills.

Course Outline:

Brief Review Exercise

- Data Entry
- General Planning Reports
- The WBS

Managing Multiple Projects

- Sharing Resource Pools
- Consolidating Projects
- External Databases

Customization

- Customizing Filters
- Designing Tables/Views
- Project Templates
- Grouping tasks

Communication

- Workgroups
- Updating progress

Interfacing with other Software

- DDE and OLE
- Importing/ Exporting Data and Tables
- Embedding Charts in Word
- Data exchange with Excel
- PivotTable Views and Charts
- Report Templates

Miscellaneous Features

- Variable Resource Availability
- Multiple Cost Rates
- Working with Formulae
- New Editing Features
- Using Outline Codes
- Using Graphical Indicators
- Using Pick Lists

Project Control

- Using Timesheets
- Automatic Updates
- Creating Useful Control Views

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentations

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session