



MS PROJECT ADVANCED

COURSE OUTLINE



01428 741 482
capitaltraining.com





6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Course Content

Audience

This advanced course is designed for project managers, seasoned users of Microsoft Project, and individuals seeking to deepen their proficiency in utilising advanced features of the software.

Pre-Requisites:

Participants should have a solid foundation in using Microsoft Project, including experience in project planning, task management, and resource allocation.

Course Objectives:

By the end of this one-day course, participants will have acquired advanced skills in Microsoft Project, allowing them to handle complex project scenarios, optimise resource management.

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- Advanced Task Scheduling Techniques:
- Task Constraints and Deadlines.
- Using Task Calendars.
- Critical Path Analysis.
- Advanced Resource Management:
- Resource Pools and Shared Resources.
- Resource Contouring and Cost Management.
- Advanced Resource Reporting.
- Advanced Reporting and Analysis:
- Customising Reports and Views.
- Advanced Data Analysis Techniques.
- Visual Reports and Dashboards.
- Customisation and Automation:
- Creating Custom Fields and Formulas.
- Advanced Customisation Options.
- Advanced Collaboration and Integration:
- Collaborating on Complex Projects.
- Integrating MS Project with SharePoint and other Tools.
- Advanced Communication Strategies.
- Risk Management in MS Project:

