



# MICROSOFT PROJECT INTERMEDIATE

COURSE CONTENT OVERVIEW

01428 741 482  
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TRAINING

DURATION: **ONE DAY**

DELIVERY METHOD: **MICROSOFT TEAMS / ZOOM**

### WHO IS THIS COURSE FOR?

Our Microsoft Project Intermediate course is suitable for those with basic working knowledge and experience of MS Project.

### PREREQUISITES

A working knowledge of MS Project is required.

### COURSE BENEFITS

This course is designed for those users who wish to improve their current knowledge of Project to take advantage of the more complex features. On completion of the course, delegates will use project to help manage their resources and costs; to set plans, deadlines and schedules. At this level they will be able to track their project and create and print Gantt charts and reports.



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## COURSE CONTENT

### MANAGING RESOURCES AND COSTS

- Creating work, material and cost resources
- Working with multiple calendars
- Assigning resources
- Effort Driven Scheduling
- Task Types
- Working with resource costs and fixed costs
- Work contours
- Working with the Team Planner
- Identifying budget variance

### FINALISING THE PLAN

- Reviewing the schedule
- Levelling resource over-allocation

### TRACKING

- Creating baselines
- Entering project progress
- Viewing variance information

### ANALYSE AND ADJUST A SCHEDULE

- Analysing schedules
- Reschedule the project
- Adjustment of resource schedules
- Progress lines



**COURSE CONTENT CONTINUED**

**FILTERS AND SORT**

- Add new columns
- Working with auto filters
- Applying built-in filters
- Sorting and grouping data

**MANAGE MULTIPLE PROJECTS**

- Consolidating and sharing projects
- Resource pools: Sharing resources across projects
- Levelling and reporting across multiple projects

**EXCHANGE PROJECT DATA**

- Import, export and copy data from Microsoft Excel
- Enhanced copy and paste
- Copy Picture

