

## Advanced Project Management with Microsoft® Project®

Velopi's Introduction to Project Scheduling with Microsoft Project guides students through the fundamentals of project scheduling and introduces the basic features of the Microsoft Project package. At the end of that course, the student should know how to create a project schedule from scratch using Microsoft Project.

This course takes off from here, taking a newly created project schedule and exploring how to manage it through the project's executing phase. In the course of the day, we will explore resourcing in depth – including using a common resource pool to supply multiple projects. We will show how to compress the schedule and how to generate reports on progress. We will also introduce useful features to help project managers identify and communicate individual work assignments.

### Duration 1 day (7.5 Technical PDUs)

#### For whom is this course suitable?

This course is designed for a person who has either attended the Introduction to Project Scheduling with Microsoft Project course, or who is confident that they can create schedules with the tool and successfully baseline them. There is a recap of the basics at the beginning of the course.

#### Learning Outcomes

On completion of this course, the student will be able to:

- Define when resources are available and assign resources to tasks
- Identify overloaded resources and take steps to balance the load across resources
- Compress an existing schedule
- Set a project baseline
- Share resources across multiple projects using a resource pool
- Record actual progress during the execution of the schedule
- Compare planned versus actual progress
- Generate reports and work assignments

#### Course Content

- Recap of project basics
  - Setting up the calendar
  - The five project time management planning processes
  - Basic resourcing
  - Critical Path exercise

## Velopi Project Management

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- Resource smoothing and leveling
  - Identifying over-allocation
    - The Team Planner
    - The Leveling Gantt
- Determining resource availability
  - The effects of time-off
  - Task constraints
- Assigning resources to tasks
  - Work, duration and resource units
  - When should you opt to fix one versus the other?
  - The Task Inspector
- Compressing the schedule
  - Fast tracking
  - Crashing
- Setting a project baseline
  - Multiple baselines
- Sharing resources across projects
  - Master and sub-projects
  - Resource pools
  - Resource visibility
- Recording and tracking progress
  - Setting the status date
  - Tracking progress
    - Entry Table
    - Schedule Table
    - Variance Table
  - Dealing with a late task
- Reporting
  - Editing pre-defined reports
  - Importing reports to Project, Word and Excel
  - Copying and pasting project status into Excel
- Making work assignments
- Other useful features
  - Budgeting and resources
  - Graphical indicators
  - Advanced filtering
  - Importing from Excel
  - Macros
  - Formatting the Gantt Chart