

MSC Computer Training

Training Course Specification

Course: Microsoft Project Intermediate(versions 1997 to 2013)

Duration: One day

Aims and objectives of the workshop:	Delegates will extend their knowledge of the programme by building on the fundamentals of project management using MS Project. It covers the management of resource usage and costs, monitoring progress for individual tasks and exporting information to other programmes for publication or distribution. At the end of the workshop delegates will understand the implication of using effort driven tasks and will feel confident about using the programme to monitor resource costs and usage.
Who should attend:	Users of MS Project who want to take a lead role in using this application as the main tool for tracking a project or combined projects.
Experience needed:	Delegates should ideally have sat the Introduction course but in any case they should have a reasonable grasp of the fundamentals of MS Project.

¹Course Contents

Calendars

- Creating and managing Calendars
- Change working time and calendars for tasks and resources.

Resources

- Resource costs in detail
- Resource types
- Grouping resources
- Viewing resource use
- Viewing resource costs
- Identify and deal with over allocation of resources

Monitoring a Project

- Monitoring progress
- Updating progress
- Using progress lines – how to calculate progress, earned value etc.
- Using the status date
- Insert projects/Monitor more than one project
- Using filters
- Viewing tables for costs, variances, baselines etc.
- Check variances
- Exporting project information

Related courses: Project Introduction, Project Advanced

¹ You can choose from the list to create your own course