

Microsoft Project

Level: Intermediate

Duration: 1 day

This course will allow the delegates to produce and progress a project plan, as well as understanding the more complex features

Intended Course Content

The following are suggested topics for this level of the package and it is not intended that every subject will be covered. The actual content can be decided prior to the day or after discussion with the delegates. It will be dependent upon the skill levels of each individual

- Revision of introductory topics
- Advanced Task and Resource scheduling
- More complex tracking
- Multiple projects – managing
- Master and Sub Projects
- Creating and using resource pools
- Customising tables, filters, views, reports and forms
- Customising project options
- File importing and exporting
- Linking and embedding objects

Pre Learning Requirements

Delegates should be aware of the contents of the introductory level course and be actively using the product