Microsoft Project Advanced Course Outline

Duration: 1 Day

Benefit: This course is designed for those who have been using Microsoft Project and would like to extend their knowledge to use some of the advanced features to effectively plan and track a project.

Pre-requisites: Attendees should have attended or be familiar with our Project Introduction course.

Objectives

Effectively Use resource Assignment in a Project

Assign Resources to Tasks in a Project

Resolve Resource Over-allocation Problems

Assign materials in a Project

Assign Costs in a Project

Impose Constraints and Deadlines on a Project

Monitor and Track a Project Progress

Course Outline

Assignment Concepts

Creating Resources and Resource Pools

Assigning Resources

Resource Levelling

Assigning Materials

Setting Costs

Constraints and Deadlines

Saving Baseline

Creating Reports & Printing

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