

MS PROJECT

LEVEL: ADVANCED



Duration: 10.5 hours

Prerequisites:

- Knowledge of MS Project - Intermediate
- Have access to a computer and Microsoft MS Project (versions 2013, 2016 or OFFICE 365)

Learning tools:

- Distance learning
- Demonstrations
- Training material included

Skills learned from the training:

- Deepen your understanding of the advanced features of MS Project.
- Ability to effectively manage large, complex projects.
- Explore advanced techniques to optimize planning, resources, and costs.
- Be able to solve complex project management problems with MS Project.

Attestation: yes

PROGRAM:

Advanced Customization

- Advanced user interface customization.
- Use custom fields to track project-specific information.
- Create templates and macros to automate recurring tasks.

Advanced Task Scheduling

- Use of advanced task scheduling techniques: complex constraints, event-driven tasks.
- Management of deadlines and suspensions of tasks.
- Optimization of the sequence of tasks to reduce project time.

Resource Management

- Advanced use of shared resource pools.
- Management of resources shared between multiple projects.
- Strategies for balancing resource workload.

Cost & Budget Management

- Advanced cost tracking: variance analysis, cost forecasting at completion.
- Use of earned value analysis (EVA) techniques.
- Management of project budgets and expenses.

Advanced Project Analysis

- Use of critical path analysis and leeway.
- Sensitivity analysis to assess the impact of changes.
- Use of Monte Carlo simulations to assess project risks.

Risk & Issue Management

- Integration of risk management into project planning.
- Use custom fields to track risks and issues.
- Implementation of contingency plans and mitigation strategies.

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Collaboration & Communication

- Use of advanced collaboration features: online sharing, synchronization with other tools.
- Setting up effective communication processes for project teams.
- Use custom reports to communicate project progress.

Performance Optimization

- Optimized MS Project performance for large-scale projects.
- Management of multiple projects and their interdependencies.
- Advanced troubleshooting techniques to resolve performance issues.

Conclusion and Review

- Review of key concepts and advanced techniques covered in the course.
- Discussion on the specific challenges faced by the participants and the proposed solutions.
- Training evaluation and participant feedback.

QUESTIONS & ANSWERS