MS PROJECT
LEVEL: INTERMEDIATE

FORMATION CAD

Duration: 10.5 hours

Prerequisites:

- Knowledge of MS Project - Basics
- 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.
- Know how to effectively manage complex projects using advanced techniques.
- Master Resource and Schedule Optimization in MS Project
- Be able to analyze and solve common problems encountered in project management

Attestation: yes

PROGRAM:

Basics Review

- Summary of MS Project Basics.
- Review project creation, task planning, and resource allocation.
- Analyze the specific use cases encountered by the participants since the basics training.

Advanced Project Customization

- Customize views: create custom views, use advanced tables and filters.
- Configure project options: advanced scheduling settings, field customization.
- Create project templates for reuse.

Advanced Task Management

- Use of advanced constraints: start/due dates, resource constraints.
- Management of recurring tasks and sub-projects.
- Integration of time management and task suspension.

Resources optimization

- Advanced resource allocation: workload balancing, resource conflict resolution.
- Use of shared resource pools and virtual teams.
- Analysis of resource utilization rates and associated costs.

Cost & Budget Management

- Use of resource pricing: fixed costs, variable rates, indirect costs.
- Cost tracking and management: comparison of planned and actual costs, variance analysis.
- Advanced financial reporting: cost statements, business cases.

Analytics & Reporting

- Use custom dashboards and reports.
- Analysis of critical paths and margins of maneuver.
- Use of sensitivity analyses to assess the impact of changes.

Collaboration & Sharing

- Use collaboration features: project sharing, synchronization with SharePoint.
- Manage permissions and control access to projects.
- Discussion on best practices for communication and collaboration in project management.

Advanced Calendar Planning

- Use project-specific calendars and exceptions.
- Plan vacations, holidays, and flexible schedules.
- Manage resource and task calendars for multiple projects.

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.

Conclusion and Review

- Review of the key points of the course and advanced techniques of MS Project.
- Discussion on the challenges encountered and the solutions proposed by the participants.
- Training evaluation and participant feedback.

QUESTIONS & ANSWERS