



**2-Day Microsoft Project
Advanced
- Training Outline -**



PREPARED BY:

Jessica Summers
Virtual Training Coordinator

PPM Global Services, Inc.

P: 1-800-746-4029 x 2

F: 1-800-746-4029

E: training@ppmglobalservices.com

W: www.ppmglobalservices.com

What You Will Learn

This instructor-led course provides students with hands-on training for Microsoft Project. This course is designed to lead students through advanced topics which are not discussed during our fundamentals class. Guided by an instructor, students will learn to Autolink Inserted or Moved Tasks, Split In-Progress Tasks, understand Advanced Scheduling Options, Auto Update Project using the Status Date, Calculate Multiple Critical Paths, Manage Inter-Project Relationships using Master Projects, Subprojects and External-Project Dependencies, create Custom Fields, Create Project Resources and Resource Pools, Estimate project Resources and Costs, Manage Resource Contours, Assignment Delays, and perform Bucket Planning, Earned Value Management, Generate Views and Reports, and more.

Topics Include:

- Configure Advanced Scheduling Options
- Perform **Earned Value Management**
- Autolink Inserted or Moved Tasks
- Split In-Progress Tasks
- Auto Update Project using the Status Date
- Manage Inter-Project Relationships
- Create Master Projects
- Create Subprojects
- Manage External Project-Dependencies
- Create Custom Fields
- Create Project Resources
- Create and Manage Resource Pools
- Estimate Project Resources and Costs
- Manage Resource Contours and non-linear work
- Manage Resource Assignment Delays
- Perform Bucket Planning
- Generate Views and Reports
- And More!



Workshops

Each lesson includes hands-on workshops to reinforce key concepts

Use Microsoft Project

The course uses the Microsoft Project, Windows-based, desktop client application. This course is appropriate for those using Microsoft Project either as a stand-alone application or connected to Project Server.

Continuing Education Units

Professional Development Units (PDU) and Continuing Education Units (CEU): Earns 16 PDUs and 1.6 CEUs.

Audience

- Business Analyst
- Functional Implementer
- Project Manager
- Scheduler
- End Users
- Project Controls Specialist



Course Format

- The course duration is 2 days
- The is led by a live, U.S.-based instructor
- The course will be conducted live and online. **Travel is not required.**

Software Required

- PPM Global Services will host the Microsoft Project software and data used during this class.
- Students will access the Microsoft Project software and data via remote desktop connection
- Students do not need to own or install Microsoft Project to participate in this class.

Course Materials

- Each student will receive a copy of PPM Global Services, Inc.'s "**Microsoft Project – Application Training (Advanced)**" student guide in .PDF format.
- "**Microsoft Project – Application Training (Advanced)**" contains lessons and instructions for each topic discussed during class and will serve as the student guide throughout course instruction.
- Upon completion of class, the student will retain ownership of the "**Microsoft Project – Application Training (Advanced)**" student guide.

International Phone Numbers Provided

- International phone numbers provided for 18 countries.
- Alternatively, students can join using voice over IP (VOIP).



About PPM Global Services, Inc.

PPM Global Services is a provider of project portfolio management, contract management and scheduling solutions.

As an Oracle Gold Partner, PPM Global Services offers the strength of an authorized Oracle solution provider, while maintaining the agility of a small company with the ability to deliver. By providing a portfolio of talent and technology, we believe complex problems can be solved through elegant solutions.

PPM Global Services, Inc. has implemented Project Management solutions on three continents. Our team of certified trainers and implementation specialists can help you to maximize your project management intelligence.

Register today to attend one of our upcoming Microsoft Project classes and unlock the power of MS Project.

PPM Global Services, Inc.

www.ppmglobalservices.com

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Microsoft Project (Advanced) – Course Outline

Lesson 1 – Advanced Scheduling Options

- Autolink Inserted or Moved Tasks
- Split In-Progress Tasks
- Auto Update Project using the Status Date
- Calculate Multiple Critical Paths
- View Task Paths
- ***Student Workshop***

Lesson 2 – Managing a Master Project & External Dependencies

- Create a Master Project
- Establish External Dependencies
- Create Subprojects
- Create and Manage Inter-Project Dependencies
- ***Student Workshop***

Lesson 3 – Custom Fields

- Understanding Custom Field Types
- Create Task Custom Fields
- Create Resource Custom Fields
- Populate Custom Fields
- Calculate Custom Fields
- ***Student Workshop***

Lesson 4 – Understanding Task Types

- Understanding the Relationship between Duration & Effort
- Selecting Task Types
- Fixed Units
- Fixed Work
- Fixed Duration
- Effort Driven – Fixed Duration
- Effort Driven – Fixed Units
- ***Student Workshop***

Lesson 5 – Estimating Resources & Costs

- Understanding Resources
- Establishing the Resource Breakdown Structure
- Understanding Resource Types
- Assigning Resources to Tasks
- Establishing Rate Tables for Resources
- Managing Effective Dates and Overtime Rates
- Fixed Costs and Cost Accruals
- ***Student Workshop***

Lesson 6 – Creating a Resource Pool

- Creating a Resource Pool File
- Defining Shared Resources
- Assigning Resources from the Resource Pool
- Updating the Resource Pool
- Automatically Adding New Resources to Tasks
- Analyzing Resources from a Resource Pool
- ***Student Workshop***

Lesson 7 – Resource Contours, Assignment Delays & Bucket Planning

- Managing Assignment Delays
- Linear vs. Non-Linear Distribution of Work
- Applying a Work Contour
- Perform Bucket Planning
- ***Student Workshop***

Lesson 8 – Leveling Resources

- Resource Leveling
- Analyzing Resources
- Setting Leveling Priorities
- Configuring Leveling Options
- Level Project Controls for a Specific Date Range
- Using the Task Inspector to Level Work
- ***Student Workshop***

Lesson 9 – Earned Value Management

- Understanding Earned Value Management
- Establishing Budget at Completion (BAC)
- Selecting the Baseline for Earned Value Calculations
- Calculating Planned Value
- Tracking Actual Cost
- Calculating % Complete
- Calculating Earned Value
- Calculating CPI and SPI
- Calculating Estimate at Completion
- Generating Earned Value Reports and Metrics
- ***Student Workshop***

Lesson 10 – Working with Views and Reports

- View Formats
- Tables and Field Settings
- Creating New Tables
- Grouping and Sorting
- Creating Report Filters
- Configuring the Gantt Chart
- Using Pie Charts, Tables, Callouts
- Managing Reports in the Organizer
- ***Student Workshop***