



# Microsoft Project 2010-2019

## Level 2: More Complex Situations

2 Day Course

Training at Your Office

### COURSE DESCRIPTION

Once you know how to create a project, you'll discover that there are many wrinkles that can occur. Sometimes your workers are shared across multiple projects. Sometimes you need to track industry or company-specific data that Project has never heard of. Inevitably people with special skills get over-assigned and can't do everything in your preferred time frame...and that's only the beginning. This course teaches you how to handle all the unusual constraints and requirements you may need to model beyond the basic set up of any project plan.

*Course Prerequisite:* Project Level 1 or equivalent knowledge.

### COURSE TOPICS

#### Tracking Project Plans

- Reviewing a Plan
- Determining the Critical Path
- Network Diagram
- Setting the Baseline
- Updating Tasks with Actual Results
- Rescheduling Uncompleted Tasks
- Comparing Actuals to Baseline

#### Tracking Results

- Comparing Baseline to Actual
- The Project Status Date
- Constraints

#### Task Management

- Compressing a Project Schedule
- Setting Task Priorities
- Identify and Manage Slack
- Manually Enter Costs

#### Sharing Data and Hyperlinks

- Importing from Excel
- Exporting to Excel
- Copy Gantt Charts to Word, Excel, or PowerPoint
- Exporting PDF files
- Creating Hyperlinks

#### Resource Management

- Creating a Resource List
- Assigning Resources to Tasks
- Adjusting Resources, Duration and Work Effort
- Delay a Resource Assignment
- Modifying Resource Availability Over Time
- Resource Contouring
- Material Resources
- Multiple Cost Rate Tables
- Cost Accrual Options
- Using Overtime
- Apply Fixed Costs to Material Resources
- Leveling Resources

#### Costs

- Assigning Costs
- Rate-Based Costs
- Pre-use and Fixed Costs
- Viewing Costs

#### Multi-project Management

- Splitting a Project into Subprojects
- Saving Baselines for a Master Project
- Adding a Task to a Master Project
- Add Cross-Project Links
- Multiple Critical Paths
- Resource Sharing Across Projects

#### Creating Custom Reports



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