



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has 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.

Requirements

Delegates must be confident in using a keyboard, Windows and a mouse.

Aim

By the end of the course you will be able to use some of the MS Projects advanced features to effectively plan, track and review a projects tasks, resources and costs.

What will I learn?

In particular you will be able to:

- Create a Work Breakdown Structure
- Work with Resources
- Track work and costs
- Work with multiple projects

Time Table

Session 1

- Recap: Work Breakdown Structure
- Exporting data to Excel
- Macros and Toolbars
- Custom Fields

Session 2

- Resource allocation
- Entering Resource Costs
- Entering Overtime
- Scheduled increases in Resource Costs
- Different Rates for the same Resources
- Delaying a Resources working times

Session 3

- Tracking Strategies
- Recording Actuals
- Tracking Costs
- Tracking Work
- Rescheduling Work
- Linking Project to Excel

Session 4

- Consolidating Projects
- Sharing resources in consolidated projects
- Creating links across projects



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com