

Grapevine Computing

Microsoft Project - Modify and Track a Project

Duration: Two days

Overview: You have already learnt how to create and edit basic plans in Microsoft Project. You will now see how to manage cost effectively and track the progress of plans in Project. You will exchange project plan data with other applications, customise elements, automate activities in Project with macros and reuse project plan information.

Who should attend: Delegates should have completed or be familiar with the content of the Create and Plan a Project Plan course and have an understanding of Project Management concepts.

Content

Manage Costs in Microsoft Project

- Assign Different Cost Rates to Resources
- Change the Resource Cost on Individual Tasks
- Alter Costs Based on Time Periods
- Assign Overtime Costs and Work to Resources

Work with Multiple Projects

- Use and Manage Workspaces
- Create a Programme Plan
- Consolidated Project Plans
- Create Interdependencies between Projects
- Identify the Critical Path or Paths in a Programme
- Create a Shared Resource Pool
- Assign Resources using a Resource Pool
- Use Cost Rate Tables with a Resource Pool

What If Analysis

- Earned Value
- View Multiple Baselines in a Single Project
- Use Interim Plans

Import and Export Project Information

- File Formats Supported by Microsoft Project
- Topic B - Map Project Information
- Export Microsoft Project Information
- Import Information into Microsoft Project
- Use Visual Reports in Microsoft Project

Track Progress and Project Actuals

- Enter Task Progress as Scheduled
- Update a Project Using the Status Date
- Reschedule Incomplete Work
- Update Task Actuals
- Report Against Progress
- Move a Project

Customise Microsoft Project

- Work with the Timeline Feature
- Create Custom Fields
- Create Custom Filters
- Create Custom Tables
- Create Custom Views
- Create Custom Reports
- Create Templates
- Use the Organizer
- Create a Basic Macro