

## Microsoft Project 2021 Advanced 1 Day Course

### Overview

This course introduces delegates to the advanced knowledge and skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This includes features such as, baselines, reporting, fields and filters, earned value analysis, managing multiple projects and templates.

### Audience

Existing Project managers who wish to learn more advanced features of the product to properly track and report on a project.

### Course Objectives

At the end of this course, delegates will be able to manage multiple projects through the proper assignment of tasks and resources and be able to track progress and report on projects. You will be able to monitor project progress and adjust the project plan to control constraints.



### Prerequisites

Delegates should have attended our Introduction to Project course or have equivalent knowledge and real-world experience.

### Course Contents (1 day)

- Keeping the Project Up to Date
  - Overview
  - Who will track progress?
  - Baselines & Interim Plans
  - How to Track Progress
  - Tools to help in updating the Schedule
  - The Update Tasks dialogue box
  - Tracking Table
  - Task Usage and Resource Usage Views
  - The Update Project Dialog Box
  - Progress Lines
  - Multiple Progress Lines
  - Setting Progress Dates and Formatting Progress Lines
  - Dates and Intervals tab
  - Actual v Baseline
  - Line Styles tab
- Views, Tables, Filters & Reports
  - Views, Tables, Filters
  - Highlights
  - Groups
- Reports
  - Dashboard; Resource; Cost; Progress
  - Using a report in PowerPoint or Word
  - Printing Reports
  - Creating your own reports
  - Visual Reports
- Working with Fields
  - Custom Flag to indicate a slipped task
  - Cumulative Fields
- Working with Filters
  - Custom Filter Definitions
  - Filter Test Options
  - Multiple Criteria in a Filter
  - Interactive Filters
  - Wildcards with Equals/Not Equals Test
  - Comparing Two Fields in a Filter
  - Calculations in Filters
  - The Using Resource filter
  - AutoFilter and New Filters
- Task Inspector
- The Task Path feature

- Working with Multiple Projects
  - Shared Resource Pools
  - Using another project's resources in your project
  - Combining resources from multiple projects
  - Updating the Resource Pool
  - Opening a Shared Resource Pool
  - Open the resource pool as read-only; read/write
  - Open the resource pool and all other sharer files
  - Opening a file which uses a shared Resource Pool
  - Open the resource pool to see assignments across all sharer files
- Consolidating Projects Manually
  - Creating hierarchies
  - Keeping information up-to-date automatically
  - Making a consolidated project quickly for printing
  - Inserting projects into an existing project
  - Creating task dependencies across projects
  - Changing task information in an inserted project
  - Linking Project Field Values
- Earned Value Analysis
  - Displaying earned value
  - Using reports
  - Using views
  - Interpreting earned value
  - Status Date
  - Setting % complete type for earned value analysis
  - Changing the default % complete setting
  - Changing the % complete setting for specific tasks
  - More about % complete
  - Advantages of Earned Value Analysis
  - The Most Common Earned Value Mistakes
- Working with Templates
  - Using Templates
  - Creating a Template
  - What is GLOBAL.MPT ?
  - Using the Organizer

### **Course Materials**

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.