

Project – Level II

Managing & Customising Your Project

Course Duration 3 hours

Aim

This session is designed to assist users with customising and managing their project using the many features available in Microsoft Project.

Prerequisites

Familiarity with the Microsoft Project.
Come with a brief outline of a project to manage.

Topics

Assessing and Managing Projects

- Baselines & interim plans
- Tracking and managing projects
- Master Projects and Subprojects
- Communicating project information
- Resource pooling
- Project and resource calendars
- Contoured resource availability
- Hyperlinks
- Scaling & printing
- Recurring tasks
- Notes and embedded objects
- Split Tasks
- Closing a project

Working with Views and Reports

- Network Diagram
- Sort , group and filter data in project
- Outline codes
- Graphical indicators
- Examine data with tables
- Print a view
- Using reports to analyze data
- Custom reports
- Import data from other applications
- Export data from a project
- Customize fields, formulas
- Macros
- Customize toolbars and menu bars
- Custom tables, forms and reports
- Templates

