

# Achieving More with Microsoft Project 2007

1 Day Course

## Course Summary

Microsoft Project is the most popular desktop planning tool with over 95% share of this software market. It is inevitable that anyone involved in project management will at some point in their career make use of Microsoft Project.

Given the familiar Microsoft Office icons & styling many people start working with Microsoft Project without any formal training or true understanding of planning techniques. The frequently quoted analogy being *"you wouldn't use Word without being able to read & write, you wouldn't use Excel without being able to count, so why start using Project without understanding planning technique & the Critical Path Method?"*

This unique 1 day course builds on existing user knowledge, probably acquired from attending our 1 -day Introduction course. This course delivers practical techniques to take advantage of the more advanced features of Microsoft Project, including cost & resource management, reporting, customisation of the Microsoft Project environment and collaboration.

This course arms you with real world skills enabling you to leverage the benefits of Microsoft Project on your next project or programme. A working knowledge of Microsoft Project is required and those without any formal training are recommended to take our "Introduction to Practical Project Planning with MS Project" course first.

## Course Includes



## Content

This course is packed with practical content selected by our experts to ensure you gain the maximum value from your investment of time.

Section	Topic	Practical Exercise
Enhancing Your Schedule	Shared resources and the “Resource Pool”	✓
	Resource Definition – key information about valuable resources	✓
	Resource Driven Scheduling and its implications	✓
	Assigning & managing multiple resources – task types & their implications	✓
	Managing resource availability and resource levelling	✓
	Entering cost rates (work resources, cost resources & material resources)	✓
	Assessing cost forecasts	✓
	Exploiting Resource Cost Rates for business purposes	✓
	Performing schedule analysis & creating multiple baselines	✓
Extending the Potential of Microsoft Project	Using custom fields to invest tasks and resources with additional attributes for reporting and analysis.	✓
	Custom views and tables	✓
	Advanced filtering & custom filters	✓
	Grouping options for flexible analysis	✓
	Working with multiple projects & sub-projects	✓
Using the “Organizer” to retain useful custom attributes for future use	✓	
Monitoring Your Schedule	Tracking Table and Tracking Toolbar	✓
	Recording actual progress of work performed	✓
	Recording actual costs	✓
	Earned Value Analysis	✓
	Using Progress Lines to communicate project status	✓
	Project schedule recovery – achieving deadlines despite delays.	✓
	Project Close – Variance Analysis and Lessons Learned opportunities	✓
Reporting	Preparing standard & customised reports for stakeholders	✓
	Distributing project information to team members	✓
	Collaboration	✓
	Visual Reports	✓

## Related Courses

The 1 day course “**An Introduction to Practical Project Planning Using Microsoft Project**” precedes this course. Both 1 day courses are run consecutively, enabling you to benefit from attending both days and qualifying for a discounted combined course fee of £495, saving £95.

## How Do I Book This Course?

This public course is run on a regular basis for up to a maximum of 8 participants, each of which are provided with their own learning PC. Course fee is £295 per person.

Please see our web site for upcoming dates & locations. Alternatively, for further information and to reserve your place on this course please contact **Nicky Bowring**.

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