Project Advanced

Available in Office 365, 2019, 2016, 2013 & 2010

ITS SmartStyle Training

Revision of Intermediate Topics

Managing Progress

- Working with the Status Date
- Updating Project Progress
- Inactive Tasks
- Rescheduling Outstanding Work
- Setting Task Reminders
- Updating 'Actual' Progress
- Working with Progress Lines

Managing Resources & Project Costings

- Using the Task Inspector to Resolve Allocation Issues
- Delaying Resource Work & Assigning Overtime
- Working with Work Contours
- Escalating Resource Costs
- Adding Fixed Task Costs
- Viewing Costs & Updating Actual Costs
- Working with the Earned Value Table
- Reporting Project Costings

Sharing Resources

- Creating a Resource Pool
- Sharing Resources Across Projects
- Viewing Resource Allocations
- Updating Resource Pools & Sharer Files

Creating Custom Projects & Templates

- Creating Custom Calendars
- Assigning Calendars to Tasks & Resources
- Creating, Editing & Copying Tables
- Custom Fields
- Sharing Elements Across Project Files
- Modifying the Global Template
- Creating & Using Custom Templates

Course Duration: 1 Day

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:
This course is aimed at those who create and manage multiple project plans who need to enter costings and create custom plans.

Learning Outcomes:
On completion of the course, delegates will be able to analyse project and actual data, monitor project and resource costings, share resources across a number of projects and customise projects for future use.

Prerequisite Skills:
Delegates attending this course should be able to create project plans that include task and resource assignments. They should be able to apply date constraints and deadlines to tasks and create a project baseline.