

Project 2007 Advanced

(1 day course)



Course Overview		Outline: Project 2007 Advanced	
<p>This instructor-led course explores the tools that Microsoft Project 2007 provides for managing, analyzing, and reporting on multiple projects. Specifically, the course covers managing project files, analyzing the project schedule, managing multiple project files, working with multiple project data, and customizing tables, fields, groups, filters, views, and reports.</p>	<p>Fine Tuning the Project Schedule</p> <ul style="list-style-type: none"> ■ Scheduling and Linking Recurring Tasks ■ Working with Task Constraints ■ Identifying Slack Time and Delay ■ Leveling Resource Assignments ■ Using Work Assignment Contours ■ Contouring Resource Availability ■ Applying Resource Costing Tables 		
Who Should Attend	<p>Individuals attending this course are involved in one or more of the areas listed below:</p> <ul style="list-style-type: none"> ■ Analyzing and updating a project schedule ■ Creating, maintaining, linking, and consolidating multiple project files ■ Creating custom fields and formulas ■ Creating and printing custom project reports 	<p>Managing Multiple Projects</p> <ul style="list-style-type: none"> ■ Working with Multiple Project Outlines ■ Sharing Resources ■ Linking Files to a Resource Pool ■ Consolidating Multiple Projects 	
Prerequisites	<p>A working knowledge of the skills outlined within <i>Project 2007 Introduction</i> is required.</p>	<p>Working with Multiple Project Data</p> <ul style="list-style-type: none"> ■ Creating Dependency Links Across Projects ■ Leveling Cross-Project Resource Assignments ■ Tracking Multiple Project Progress ■ Printing Multiple Project Views and Reports 	
What students accomplish	<p>Upon completing this hands-on course, the student will have:</p> <ul style="list-style-type: none"> ■ Scheduled recurring tasks and changed the constraints honor setting ■ Identified slack time and delay in a project ■ Reviewed resource leveling and used work assignment contours ■ Entered contoured resource availability and resource cost rate tables ■ Examined a multi-project outline ■ Linked files to resource pool and consolidated multiple project files ■ Created dependency links and leveled resource assignments across multiple projects ■ Tracked progress, printed views and reports for multiple projects ■ Customized project tables, fields, groups, filters, and Gantt Chart graphics ■ Created new project views and reports 	<p>Displaying and Customizing Project Fields</p> <ul style="list-style-type: none"> ■ Working with Customized Fields ■ Creating Custom Tables and Fields ■ Using Formulas, Value Lists and Graphical Indicators ■ Creating Custom Groups and Filters <p>Customizing Views and Reports</p> <ul style="list-style-type: none"> ■ Creating New Project Views ■ Using Custom Views Available in Other Projects ■ Customizing Gantt Chart Graphics ■ Creating Custom Reports ■ Using the Organizer ■ Creating Visual Reports 	
What students receive			
<p>Each student receives a copy of a Total Training Solutions Student Manual for post-class reference and review.</p>			