



# Project Advanced

## Course Outline



<b>Course Synopsis:</b>	Beyond the Project Implementation Phase – Review of Introduction Topics; Exchanging Project Plan Data with Other Applications; Save Project Plan Information as a Web Page; Enter Task Progress Information; Filter Tasks in a Project Plan; Create a Custom Table; Hyperlink Documents to Tasks; Create and Modify a Custom Report; Create a Project Plan Template; Share Resources; Create a Master Project Plan
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Project 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	This, the second course in a two-part curriculum covers Project 2003 proficiency-level skills, i.e. advanced management of Tables, Views, and Reports, the customization, automation, and exchange of data, Project consolidation and collaboration, and Project Server and Project Web Access.
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	Microsoft Project 2003 Beginning
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



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### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Update and View Project Progress

- Updating Tasks
- Updating Resources
- Updating Costs
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Viewing Project Statistics
- Checking Earned Value
- Identify and Fix Project Trouble Spots

#### Balancing Project Progress

- Identifying Resource Overallocation
- Balancing Resources Automatically
- Balancing Resources Manually
- Reassigning work to Another Resource
- Scheduling Resource Overtime

#### Working with Reports

- Choosing a Report
- Using Report Details
- Defining Report Contents
- Sorting a Report
- Adding Page Elements to a Report
- Saving a Project as a Web Page

#### Working with Multiple Projects

- Consolidating Projects
- Consolidating Projects in a New Window
- Creating Links Between Projects
- Sharing a Resource Pool
- Viewing Multiple Project Critical Paths
- Viewing Inserting Project Statistics
- Saving a Workspace
- Adding Columns to Consolidated Projects
- Saving Consolidated Project Baselines

#### Customizing the Project

- Changing Bar Styles
- Creating Custom: Groups, Filters, Tables, Forms, Reports, and Views
- Using the Organizer
- Add Hyperlinks to Tasks and Resources