

# KEEP IT SIMPLE COMPUTER TRAINING

[WWW.KEEPITSIMPLE.NET](http://WWW.KEEPITSIMPLE.NET)

866-PC-SKILLS

<b>Course Title:</b>	<b>Microsoft Project Advanced</b>
<b>Course Length:</b>	2 days
<b>Prerequisite:</b>	Microsoft Project Essentials
<b>Course Description:</b>	Topics include managing task scheduling issues, working with task and resource calendars, saving baselines and interim plans, resolving resource assignment conflicts, distributing resource work, establishing shared resources, tracking progress, slippage and reporting on variance and earned value, customizing views, filters, reports and fields and exchanging data with other applications.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Schedule Tasks Efficiently<ol style="list-style-type: none"><li>1.1. Work with Estimates and Dependencies</li><li>1.2. Work with Deadlines, Constraints and Task Calendars</li><li>1.3. Split and Reschedule Tasks</li><li>1.4. Save Baselines and Interim Plans</li></ol></li><li>2. Manage Resources<ol style="list-style-type: none"><li>2.1. Understand Resource Scheduling</li><li>2.2. Resolve Resource Assignment Conflicts</li><li>2.3. Methods of Resource Leveling</li><li>2.4. Methods of Distributing Work</li><li>2.5. Analyze Resource Utilization</li><li>2.6. Establish a Shared Resource Pool</li></ol></li><li>3. Track Progress<ol style="list-style-type: none"><li>3.1. View Slippage and Slack</li><li>3.2. Reschedule Work</li><li>3.3. Assign Overtime</li></ol></li><li>4. Work with Earned Value<ol style="list-style-type: none"><li>4.1. Earned Value Fields</li><li>4.2. View, Baseline, Actual and Variances</li></ol></li><li>5. Customizing the Project Plan<ol style="list-style-type: none"><li>5.1. Create Custom Fields to Calculate</li><li>5.2. Create Custom Fields to Flag</li><li>5.3. Create Custom Tables</li><li>5.4. Create Custom Filters</li><li>5.5. Create Custom Reports</li><li>5.6. Create Custom Views</li></ol></li><li>6. Exchanging Project Plan Data<ol style="list-style-type: none"><li>6.1. Create Custom Import Maps</li><li>6.2. Export Project Plan Cost Data to Excel</li><li>6.3. Save Project Information as a Web Page</li></ol></li></ol>