

Microsoft Project 2016 Advanced

Duration: 1 Day Course Code: PRO16ADV

This course has been designed with experienced Microsoft Project users in mind. It looks at many of the more Advanced features in Project such as working with Multiple Projects, Grouping Resources and Importing/Exporting data into Microsoft Office for further analysis.

Learning Outcomes

By the end of this course students will be able to apply Advanced features to their Project files, Work with Multiple Projects and consolidate their Data, Import and Export Data through multiple Applications, Create Advanced Duration Calculations and better Analyse the results.

Prerequisites

This course is designed for students who have either already completed our Project 2016 Essentials course or those that already have an excellent understanding of Project fundamentals and Project terminology.

Organising Project Data

- Sorting Data in a View
- Sorting Resources and Tasks
- Performing a Custom Sort
- Sorting Tasks in Outline Structure

Group Project Data

- Grouping Data in a View
- Group Resources
- Group Tasks
- Custom Groups
- Work Breakdown Structure Codes
- Working with Custom Data
- Custom Fields
- Calculated Field
- Calculating Group and Summary Values

Publishing Project Information

- Snapshots
- Project Web Page
- Custom Project Web Page

Integrating with Microsoft Office

- Copying Data from Project
- Importing and Exporting data from Microsoft Project
- Copying information between Excel and Project
- Importing a Project list into Excel
- Working with Excel Import/Export Template
- Importing Microsoft Outlook Tasks into Microsoft Project
- Building a Resource list with Microsoft Outlook

Working with Multiple Projects

- Working with workspaces
- Splitting a project into multiple files
- Inserting a sub project
- Creating a consolidated project file
- Working with links on sub projects
- Calculating multiple critical paths
- Working with resources on multiple projects
- Creating a resource pool
- Working with resource allocation across multiple projects
- Adjusting resources for multiple projects

External Tasks

- Linking Tasks between different Projects
- Modifying external relationships
- Updating Cross-Project links
- Removing Cross-Project links

Advanced Task Durations

- Understanding Advanced Duration calculations
- Setting Calculation weightings
- Entering Duration Values
- Calculating Duration Values
- Analysing Advanced Duration Values

Analysing Project Data

- Working with Earned Value Analysis
- Setting a Status Date
- Viewing Earned Value Data
- Exporting Earned Value Analysis to Excel
- Working with Multiple Baselines

The Network Diagram

- Working with the Network Diagram
- Analysing Relationships with the Network Diagram

