

<b>Course Description</b>	<b>2007 -2010 Microsoft Project – Advanced</b>
<b>Audience</b>	Anyone leading or participating in a project who needs to contribute to a project plan created using MS Project.
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>◆ Participation on a project.</li><li>◆ Working knowledge of at least one of the MS Office products</li></ul>
<b>Duration</b>	3 Hours
<b>Delivery method</b>	Classroom interactive/workshop/hands-on
<b>Outline</b>	<p>Following the overall course introduction and discussion of specific participant expectations, the course comprises 6 modules. All modules include hands-on workshops that provide practice in each of the topics.</p> <p><b>Module 1: Overview</b></p> <ul style="list-style-type: none"><li>◆ Project Planning Processes</li><li>◆ Tips for defining life cycle</li><li>◆ Project Execution Methodology</li><li>◆ Executing processes</li></ul> <p><b>Module 2: Calendars – Project Progress</b></p> <ul style="list-style-type: none"><li>◆ Modify the project for tracking</li><li>◆ Communication Plans through project</li></ul> <p><b>Module 3: Managing Life Cycle Changes &amp; Variance</b></p> <ul style="list-style-type: none"><li>◆ Project Variance and Controls</li><li>◆ Establishing Performance Metrics</li><li>◆ Understanding Different Metrics, including baseline</li><li>◆ Identifying variance</li><li>◆ Determine contingencies to Time, Resource, Budget</li><li>◆ Adjust and view schedule</li></ul> <p><b>Module 4: Working with Budget</b></p> <ul style="list-style-type: none"><li>◆ Add costs to project</li><li>◆ Enter pay rates and adjust for resource types</li><li>◆ Review Budget reports</li></ul> <p><b>Module 5: Import &amp; Export data</b></p> <ul style="list-style-type: none"><li>◆ Import data from Excel</li><li>◆ Import data from Outlook tasks</li><li>◆ Export data from Project</li><li>◆ Linking Projects</li></ul> <p><b>Module 6: Closing a Project</b></p> <ul style="list-style-type: none"><li>◆ Identifying the closure process</li><li>◆ Project closing and archiving processes</li><li>◆ Analyze metrics, baseline and change data</li><li>◆ Evaluate processes and documentation</li><li>◆ Generate lessons learned</li><li>◆ Finalize Project Closure Report</li><li>◆ Follow-up Surveys</li></ul>