

MICROSOFT PROJECT INTERMEDIATE



Corporate IT Course

LEARNING OUTCOMES

- Customise project views and reports to present information effectively.
- Set and track baselines to measure project performance.
- Update task progress and actuals for accurate tracking.
- Manage task relationships, constraints, and dependencies.
- Control scheduling with task types, deadlines, and recurring tasks.
- Adjust working time and resources to keep projects on track.
- Identify and manage the project's critical path.

COURSE OVERVIEW

This hands-on course introduces the core features of Microsoft Project 2016 for effective project planning and control. Participants learn to create and customise project plans, manage tasks and resources, track progress, and produce professional reports. By the end of the course, they'll be able to schedule, monitor, and communicate project performance with confidence. **Prerequisites:** Participants must have attended the Introduction to Microsoft Project course or possess equivalent knowledge.

TOPICS COVERED IN THIS COURSE

Customising Project Views

Learn how to tailor Microsoft Project to suit your needs by customising Gantt Chart views, adding tasks to the Timeline view, and creating personalised layouts for improved clarity and communication.

Working with Reports

Discover how to create, customise, copy, and print reports that clearly present your project's status and progress to stakeholders.

Establishing and Tracking the Project Baseline

Understand how to save a baseline of your project plan and use it to measure actual progress against the original schedule and budget.

Updating and Tracking Progress

Gain hands-on experience entering task completion percentages and actual values for tasks to accurately track project performance.

Managing Task Relationships

Learn how to view and analyse task relationships using Task Path, adjust task link relationships, and apply constraints to control task scheduling effectively.

Refining Task Scheduling

Explore advanced scheduling tools such as task types, deadline dates, and recurring tasks to better control timelines and automate repetitive work.

Adjusting Work and Resource Allocation

Learn to interrupt work on tasks, modify working time for specific activities, and manage resources to ensure realistic project schedules.

Analysing and Controlling the Project Schedule

Identify and review your plan's critical path to monitor key tasks and ensure timely project delivery. You'll also learn how to manually schedule summary tasks for greater flexibility and control.