MS PROJECT 2

This course covers how to work with a project plan once it has entered the implementation stage by working with baselines, entering actuals and monitoring variances. The course also covers working with different views, customising the project database and consolidating projects together with sharing resources between projects.

Course Content

Implementing a Project
- Saving the 'baseline'
- Entering 'actuals' data
- Comparing the actual and planned progress of a project
- Updating the project schedule

Additional Project Tracking Topics
- Revising the baseline
- Adding new tasks to an existing baseline

Working with Projects Costs
- • Entering resource cost information
- • Using Cost Resources
- • Entering fixed costs for tasks
- • Viewing costs
- • Adjusting cost data

Using the Timeline View
- Adding tasks to the Timeline
- Modifying how task are displayed on the Timeline
- Printing and sharing the Timeline

Customising the Project Database
- Editing existing tables
- Creating and saving new tables
- Creating and saving new filters and groupings
- Customising project fields

Creating a calculated field
- Creating a lookup field
- Displaying values as graphical indicators
- Using the 'Organiser' to copy customised items between projects
- Utilising the 'Global

Working with Reports
- Types of reports
- Displaying and printing reports
- Creating a custom report

Multiple Project Plans
- Consolidating projects
- Linking tasks across projects of a consolidated
- Creating a resource pool
- Connecting projects to a resource pool
- Managing the resource pool