

## Advanced Microsoft® Project 2007

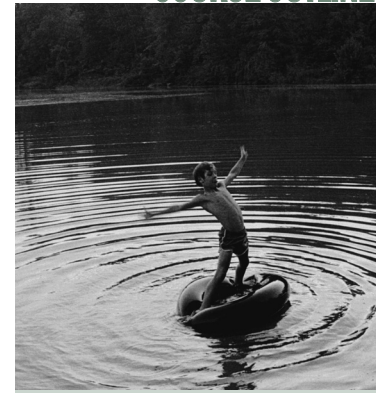
This advanced skill-level course is for individuals who are proficient in the basic functions, features and commands of Microsoft® Project 2007 and wish to take their skills to the next level. Emphasis is placed on major topics, including transferring information between other applications, working with multiple projects, sharing resources across projects, advanced resource assignments, monitoring project activity, and protecting the integrity of the plan. This workshop is especially suited for those involved in multiple projects, master projects or subprojects and shared resource pools.

### FEATURES

- Managing master project/subproject relationships
- Importing/exporting Microsoft® Project 2000 - 2007 data
- Advanced resource assignments and usage
- Use object linking to share deliverables between projects.
- Create, use, and resolve usage conflicts in a resource pool.
- Use multiple resource rates.
- Perform advanced resource work loading.

### DISCOVER HOW TO

- Build and use resource pools to be shared by multiple projects.
- Resolve resource conflicts and over allocations in a multiple-project environment.
- Create and use filters, custom tables, and advanced customized reports.
- Insert sub-projects into master projects.
- Create dependency links between master and sub-projects.
- Import and export Microsoft® Project 2000 - 2007 data files.
- Create split work assignments.
- Create and use custom filters, tables, and reports.
- Create custom toolbars and menus.
- Understand the use of the organizer.
- Apply the principles taught through a supplied real-life case study.
- Create and customize visual reports.
- Create and monitor multiple baselines



DURATION: 2 days.

CAPACITY: 20 people.

**WHO SHOULD ATTEND:** those who want to expand their knowledge beyond basic and intermediary knowledge of Microsoft® Project 2007.

**PREREQUISITES:** Project management experience; completion of Microsoft® Project 2007 workshop, and an understanding of Microsoft® Excel is encouraged

PDU: 16 credits.

## COMPETENCIES

Team Leadership  
Problem Solving  
Performance Management

## OUTLINE SUMMARY

### Multiple Projects

- Creating the master/sub-project relationships.
- Creating inter-project task dependency links.
- Pitfalls of multiple projects.
- Sharing deliverables between projects.
- Creating a consolidated project.

### Importing/Exporting Data

- Importing various file types.
- Pitfalls of importing a data file.
- Building a data map to match the data structure of an import/export file.
- Exporting to a Microsoft® Excel using custom maps.
- Automatically creating a backup file.

### Resource Sharing

- Understanding resource pools.
- Creating the resource/project pool link.
- Viewing resource workloads with multiple projects.
- Identifying and resolving resource conflicts between multiple projects.
- Customizing the resource/task usage views for a multiple project environment.

### Advanced Task/Resource Features

- Task splitting and the advantage or disadvantage of using different views.
- Splitting assignments of a resource to the same task.
- Creating and using multiple resource rates.
- Changing the resource standard rate over time.
- Creating customized resource work contours and restoring the original task duration.

### Using Filters Effectively

- Standard and highlight filters.
- Creating custom filters.
- Creating user interactive filters.

### Tables

- Editing existing tables.
- Creating custom tables.

### Customized Reports

- Creating new reports using customized filters and tables.
- Creating customized visual reports.

### Special Units

- Using the organizer.
- Using the standard recurring tasks.
- Case study – a multiple project environment, using a shared resource pool, and analyzing resource allocation problems.
- Utilizing new features such as task drivers and highlighting changes

### Custom Toolbars and Menus

- Customizing toolbars and menus.
- Creating new toolbars to display the current view, table, and filter.
- Pitfalls of customizing in a networked environment.

### Neat Tricks

- Using the multiple baseline gantt
- Managing multiple baselines
- Managing resources usage
- Using earned value to monitor and control your plan
- Determining the ramifications of change to the overall plan
- Forecasting where you are going.

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