

Course Overview

In this course, you will learn how to work with a project during the project implementation and close-out phases. You will learn how to quickly move data out of Project as well as import information from Excel. You will learn how to capture and report on baseline or interim plans, both of which may be used to evaluate project planning against project progress on a regular basis. You will also learn how to efficiently track task completion as well as reschedule future work. You will learn advanced techniques for grouping costs, and cost management. You will learn how to work with Visual Reports in Excel and how to reuse common information with templates. You will learn how to work with multiple project files using a resource pool to administer and control commonly-shared resources. Finally, you will learn how to bring multiple files together into a master file.

Courses in the Microsoft Project Series

**Project Management
Fundamentals**
- 1 day -

Project Level 1
- 2 days -

Project Level 2
- 1 day -

Course Preparation

Prerequisite: *Project - Level 1* or equivalent experience.

Course Topics

Working with Data in Other Applications

- Importing Data from Excel
- Exporting Data to Excel
- Creating Maps for Imports or Exports
- Copying Data or Pictures Into Other Office Applications

Tracking Project Progress

- Modifying the Environment for Tracking
- Creating a Baseline Plan
- Using Progress Bars
- Using Tracking Views
- Entering Overtime
- Entering Actual Data for Tasks in Progress
- Entering Data for Completed Tasks
- Splitting Tasks
- Rescheduling Tasks
- Filtering for Tracking
- Using Interim Plans
- Custom Tables for Tracking
- Custom Reports for Tracking

Managing Project Costs

- Using Cost Rate Tables
- Using and Managing Groups
- Grouping for Cost Management
- Linking Documents to a Project Plan

Reporting Project Data Visually

- Creating Visual Reports with Excel
- Customizing a Visual Report
- Creating a Visual Report Template

Reusing Project Plan Information

- Creating a Project Plan Template
- Creating Custom Views
- Make Custom Views Available to Other Project Plans
- Share Resources with Resource Pools
- Creating and Linking Projects into a Master Project
- Creating Custom WBS Codes

Rev 8/24/07