



Microsoft Project - Intermediate

Course Description: Gain an in-depth understanding of Microsoft Project 2016 as a project management tool. This course is for any person who has used Microsoft Project 2016 at the basic level and would like to improve their skills.

Prerequisites:

- A General Understanding of Project Management Concepts
- Basic Skills with any Windows Operating System.
- Basic Skills with Microsoft Project (any version)
- Must Bring Your Own Laptop loaded with Microsoft Project 2016

Course Content:

1. Changing Scheduling Methods

- Task Type Settings
- Task Constraints
- Task Relationships (Finish-to-Start, Start-to-Start, Finish-to-Finish, Lags)
- Identifying Factors Affecting Tasks
- Defining the Critical Path
- Formatting the Critical Path

2. Change Project Calendars

- Explore Default Calendars (Standard, Night Shift, 24 Hour)
- Create Project Specific Calendars (e.g. 6 day x 10 hour/day)
- Assign a special Calendar to a specific task
- Assign a special Calendar to a specific resource

3. Tracking Project Progress

- Saving the Baseline
- Tracking Task Progress
- Updating Tasks
- Updating the Remaining Schedule
- Comparing Baseline and Actual Data

4. Resolving Resource Conflicts

- Assigning Resources
- Editing Resource Assignments
- Resource Overallocations
- Locating Resource Overallocations
- Resolving Resource Overallocations
- Applying Preset Contours to Resources

5. Sorting, Filtering and Grouping

- Sorting Views
- Filtering Views
- Grouping Tasks and Resources

6. Formatting the Project Environment

- Formatting Views
- Formatting the Gantt Chart

Dates & Times (Please Select Session Date/Time):

Location: Online

<input type="checkbox"/>	24-Feb-2022 8:00AM to 4:00PM MDT	<input type="checkbox"/>	24-Mar-2022 8:00AM to 4:00PM MDT
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LCA Members: \$ 295.00 (+GST); Non-Members \$ 395.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will be made after course link has been sent.