

Project 07 Advanced

Project 07 Advanced course details

Duration: 1 Day

you will learn to

- Solve scheduling conflicts
- Modify resource scheduling
- Use advanced techniques for managing projects
- Work with multiple projects
- Design custom reports
- Connect projects with the related documentation
- Exchange project data with other MS applications
- Design your own custom views, fields and filters

the next step

Eager to learn more? We recommend:

- Developing Powerful Teams
- Fundamentals of Project Management

course dates

Visit www.TP3.com.au for our latest course schedule or call us on 1300 658 388.

This course is intended for people who want to build on their basic Project skills by learning how to resolve scheduling conflicts, modify resource assignments, track project costs, combine projects, share resources among projects and design custom reports. You will learn how to share information more effectively and how to customise the project environment.

The learning process

Before the course

We recommend this course as the next step up from our Project 07 Introduction Program or for those with equivalent knowledge and are familiar with project management terminology.

Our Training Needs Analysis survey is available to help you determine which level of training is most suitable for your level of experience with this application. To access this contact us on 1300 658 388.

Prior to commencing the training, we provide pre-course material to reflect on and align your learning outcomes to the course content.

During the course

This course will provide you with the tools to exercise greater cost and management control over your projects, enabling you to work on multiple projects, avoid scheduling conflicts, exchange project data with other users and customise reports, filters and fields.

After the course

This course includes an associated eLearning course, containing similar content to the course delivered in the classroom. After completing the course, you will now be able to refresh your knowledge by logging on to the relevant eLearning course.

We also provide post-course telephone support whenever you require it.

"Productivity costs and export to other packages is extremely useful. The trainer was highly knowledgeable and good in explaining the details."

"The training was well customised to the groups' experience and questions. The information provided was well detailed and relevant."

Project 07 Advanced course content

Advanced Scheduling Techniques

- Resource Contouring
- Manual Contouring
- Scheduling Conflicts
- Shortening the Critical Path
- Resolving Resource Overallocations
- Other Methods of Resolving Overallocations

Customising Project

- Custom Views
- Creating Custom Fields

Advanced Techniques for Managing Projects

- Work and Cost
- Realistic Tracking and Costs
- Entering Work for Resources
- Working with Cost/Use Resources
- Setting Up Cost Tables
- Progress Lines

Advanced Baseline Options

- Advanced Baselines
- Saving an Interim Plan

Working With Multiple Projects

- Sharing Resources Between Projects
- Working with Shared Resources
- Inserting Projects
- Cross Project Linking
- New Window

Custom Reports

- Reports
- Modifying Report Fonts and Formatting
- Creating New Reports
- Crosstab Reports

Exchanging Project Data

- Hyperlinks in Project
- Copy Picture Tool
- Including your Gantt Chart in a Report
- Importing Project Data
- Exporting Project Data

Annex: A Customising Views and Filters

- Customising an Existing View
- Comparing Data using Filters

Customising this course for your business

TP3 can provide a range of consulting services to better meet your business needs, including closed courses for your organisation, customised course material relevant to your industry and requirements, and blended learning solutions.

Training needs analysis

To ensure participants are booked onto the correct Desktop programs, we offer a survey tool that will align participants to the correct course for their needs, based on their experience using an application. Your client manager will work closely with you to ensure that all staff are booked onto the right programs and offer you the most suitable solution each time - whether this be public course training, group sessions, and any other alternate methods of delivery that could also work for you at the time - such as online learning or one-on-one coaching.

Prepare-learn-apply-measure

TP3 has led the way in measuring return on investment for end-user applications training. We have developed and implemented our in-house Prepare-Learn-Apply-Measure (PLAM) system to provide our clients with return on investment information to assist them in gauging the success of our learning and development initiatives.

Prepare: Pre-work

Reflecting on and aligning learning outcomes.

Learn: During the course

Focusing on relevance to on-the-job outcomes.

Apply: Post-work

Action plans and post-work encourage follow up.

Measure: ROI

Calculate and report on some aspect of return on investment.

CPD points

Many professional institutions, industry bodies and associations require their members to undertake continuing professional development (CPD). This course may be recognised as contributing to your CPD. Please contact your professional institution to find out more.

Employability skills for nationally recognised training

A summary of the employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au>

For more information on this course, or to view the latest course schedule, visit our website www.TP3.com.au or call us on 1300 658 388.