

ADVANCED MICROSOFT PROJECT

Duration: 2 Day(s)

Course Summary

This course provides in-depth project management training in P6. Topics include updating baselines, importing and exporting project data, and top-down budgeting.

Detailed instruction on earned value analysis includes lessons on duration types and how to calculate percent complete. Students also will learn to leverage best practices to create a project using methodologies.

Learning Outcome

Global Project Detail
View & Report Project Status
Advanced Scheduling Techniques
Resource Control
Project Information Sharing

Suggested Prerequisites

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Basic project management knowledge

Suggested Prerequisites

Project Management in Primavera P6 Rel. 7

Targeted Audience

Project Controller
Project Managers
Project Engineer
Planner & scheduler

Outline

Organizing Project Details

Grouping Project Details
Filtering Project Details
Customizing Tables
Customizing Views

Tracking Progress on Tasks and Assignments

Tracking Actual and Remaining Values for Tasks and Assignments
Tracking Time phased Actual Work for Tasks and Assignments
Rescheduling Incomplete Work

Viewing and Reporting Project Status

Examining Task Costs
Examining Resource Costs
Reporting Project Cost Variance with a Stoplight View
Getting Your Project Back on Track
Troubleshooting Cost and Resource Problems
Troubleshooting Scope-of-Work Problems

Applying Advanced Formatting and Printing

Formatting a Timeline View
Formatting a Network Diagram View
Formatting a Calendar View
Printing Views: Advanced Options
Printing Reports: Advanced Options

Customizing Project

Recording Macros
Editing Macros
Customizing the Ribbon and Quick Access Toolbar

Sharing Project Information with Other Programs

Opening Other File Formats in Project
Saving to Other File Formats from Project
Generating Visual Reports with Excel and Visio

Consolidating Projects and Resources

Viewing Assignment Details in a Resource Pool
Updating Assignments in a Sharer Plan
Updating a Resource's Information in a Resource Pool
Updating All Plans' Working Times in a Resource Pool
Linking New Project Plans to a Resource Pool
Opening a Sharer Plan and Updating a Resource Pool
Consolidating Project Plans
Creating Dependencies Between Projects

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