

Bio
Pharma
Chem

Skillnet,

Microsoft Project – Level 2 Managing & Tracking



Delivered by:

e-bridge

bpcskillnet.ie
training@bpcskillnet.ie

Microsoft Project – Managing & Tracking

The purpose of this 1-day MS Project course is to provide delegates with the practical skills associated with the management aspect of the software. Specifically, it is designed to provide tools, techniques and tips that will help users to effectively develop existing schedules and present custom project information.

Who should attend?

It is imperative that delegates are familiar with Level 1/Introduction topics and have already created and resourced a project plan.

The overriding objective of this course is that users of MS Project software can apply it as a powerful tool to assist in the complex endeavour of managing, monitoring & controlling and successfully delivering projects.

How will you learn?

This course is instructor-led and classroom based. It is designed to provide project managers and team members with the skills to manage project plans and extract specific schedule data.

The Programme

Module 6: Applying Views, Tables & Filters

- Working with Views
- Applying Tables (Baseline, Variance, Cost etc.)
- Using AutoFilters
- Applying In-Built Filters
- Applying the Date Range (Look Ahead) Filter

Module 7: Customising Fields & Tables

- Inserting/Removing Fields
- Customising Views and Tables
- Customising Fields (Text, Flag and Number Fields)
- Creating 'Traffic Light' (Red/Amber/Green) Reports
- Tips on using the Organiser feature

Module 8: Resolving Resource Over-Allocations

- Finding Resource Over-Allocations
- Resolving Over-Allocations manually
- Resolving Over-Allocations using the 'Level Resources' feature

Module 9: Tracking Project Progress

- Working with Baselines
- Using the Tracking Table
- Using Tracking Commands
- Tracking by 'work done'

Module 10: Project Reporting

- The Copy Picture Command
- Dashboard Reports
- Project Comparison Reports

This training is delivered on behalf of BioPharmaChem Skillnet by E-Bridge Training. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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