



## **Advanced Microsoft Project Training Course, Tutorial Class content:**

### **Session1. Adjusting Task Details.**

**The session is about how to:**

- Modify task relationship links; apply type of constraints to a task.
- Split a task to record a break or interruption in work.
- Generate a task calendar; Change a task type, deadline for tasks.
- Apply a fixed cost for a task. Set up a repeated task.
- View/analyse the project's critical path; entering a specific duration value for a summary task.
- Inactivate tasks in the project plan without having effect on work schedule.

### **Session2. Tuning Recourse and Assignment Details.**

- Resource availability over time, different pay rates for resources.
- Recourse's pay rates changing over time; set up a material resource.
- Delay/postpone the start time of a resource assignment.
- Type of work contours; work distribution over time as per a predefined work contour type.
- Apply different cost rates for a resource to account work performed by the resource.
- Assign a material resource to a task; see resources' abilities to do work.

### **Session3. Tuning the Project Plan; Organizing Project Details.**

- Resources scheduled to work over the duration of a project.
- Resource overallocation; resolve resource overallocations manually and automatically.
- Project overall cost and finish date; set up cost info for work resources.
- Sorting task and resource statistics; display task and resource data in groups.
- Filter or highlight task and resource data; create a custom table and view.

### **Session4. Progress on Tasks and Assignments.**

- Updating a previously saved baseline plan; entering actual work for tasks and assignments.
- Recording actual work by time period.
- Interrupting work on a task; specifying the date on which the task should start again.

### **Session5. Viewing/Reporting Project Status; Getting Project Back on Track**

- Tasks started or completed late; viewing task costs at summary and detail levels.
- View resource costs and variance; custom field – creating a stoplight tasks cost variance view
- Entering actual work and duration values for tasks.
- Assigning additional resources to tasks to reduce task durations.
- Replacing resources assigned to tasks; delete or inactivate tasks.