Microsoft Project Professional Advanced Training

Duration: **2 Day**

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This course follows on from Microsoft Project Professional Essentials, where you would have learned how to create a task list with appropriate dependencies and durations, as well as how to assign and manage resources in project.

This course you'll explore how to manage multiple projects concurrently, share resources across them and manage resource costs. You'll also learn how to import and export project data with other applications.

In addition, you'll apply advanced tracking techniques to monitor progress, customise various project elements, including how to generate and customise insightful reports both within Microsoft Project Professional.

Prerequisites

Participants should have:

- An understanding of project management concepts.
- Attendees must be comfortable opening, closing and saving files, and be able to navigate through files and folders in a Windows environment.
- Attendees must know how to create and schedule a project plan.
- If attending the course in a virtual capacity a dual monitor setup **IS REQUIRED**.

Target audience

This course is designed for existing users of Microsoft Project Professional who are looking to deepen their expertise. It provides a comprehensive exploration of the software's environment, with a focus on advanced features and customisation options to better support both personal and professional project management needs.

What You Will Learn

By the end of this course, learners will be able to:

- Manage and monitor project costs effectively
- Consolidate project plan information into a master project
- Exchange project data with other applications to enhance collaboration
- Update and maintain project plans throughout the project lifecycle
- Edit existing reports and create custom reports tailored to project needs
- Customise Microsoft Project to meet specific user or organisational requirements