

Microsoft Project 365 Intermediate

Duration: 1 Day

At the end of the course, delegates will be able to assign and manage resources, add actuals and monitor the project schedule.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Recap on Setting up a Task Schedule

- Setting a start date
- Creating a work breakdown structure
- Linking tasks and changing relationships
- Lags and leads
- Date constraints

Resources

- Resource types
- Setting up the resource pool

Working with Resources

- Assigning resources
- Assigning material resources
- Assigning cost resources
- Resource information
- Managing resource overallocations

Project Costs

- Entering resource and fixed costs into the schedule
- Viewing costs

Reviewing the Schedule

- The critical path
- Slack time

Monitoring the Project

- Setting a baseline
- Inputting actuals
- Tracking and updating the project schedule
- Scheduling conflict messages

The Reports

- Types of reports
- Viewing analysis reports
- Printing reports
- Customising reports
- The built-in reports
- Formatting reports
- Renaming reports
- Copying reports
- Customising report content
- Formatting charts and tables
- Switching between report and Gantt chart views

Filters and Grouping

- Filters
- Grouping

Working with Multiple Projects

- Combining project files
- Linking tasks across projects
- Working with shared resource pools
- Managing overallocations of work across files