

## Course Summary:

This Advanced Microsoft Project training course is designed to familiarise delegates with the more advanced functions Microsoft Office Project 2007 Standard.

The course will cover these essential topics, enabling the delegate to understand:

- PERT Analysis
- Resource Levelling
- Budget Resources
- Task Drivers
- Customisation – Views and Tables
- Customisation – Custom Fields
- Sorting, Grouping and Filtering
- Importing and Exporting Maps
- Visual Reports
- Earned Value Analysis
- Cross Project Linking
- Shared Resource Pool

## Delegate Profile

Aimed at the Programme Manager, Project Manager, Line Manager, Team Leader or Planner who needs to manage individual or groups of plans and resources using Microsoft Office Project.

## What are the Pre-requisites?

Delegates should have an understanding of project management concepts and knowledge of a Windows operating system. They should also have taken the following CPS course (or possess equivalent knowledge) CPS 701.

## What you will learn

At the end of the class delegates will be able to create complex master and sub-project plans, use central resource pools and understand the costing and earned value capabilities of Microsoft Project.

Course Code	Course Dates	Times	Length of Course	Venue
CPS 702	Call or view online	9.30 – 4.30pm	1 Day	CPS' Office in Marlow, Bucks

## Do I need to bring anything?

Note taking materials will be provided.