

# projectlink

Making Project Management Work



## Microsoft® Project Advanced

The Microsoft® Project Advanced course teaches individuals how to use the software at an advanced level.

The course is accredited with Consulting Engineers

South Africa  
(CESA): CESA-229-02/2014

## Course Format

This course aims to give delegates a working knowledge of the software at an Advanced Level by working with templates, managing multiple projects, sharing resources across projects, balancing workloads, Earned Value analysis, Critical Path analysis, and working with groups and tables as well as Macros.

Delegates attend 2 class-based sessions over 2 consecutive days. The Microsoft® Project 2013 Advanced course is trainer-based, and includes practical in-class work on Microsoft® Project 2013 software.

The course includes exercises to ensure that all delegates are familiar with Microsoft® Project 2013 at an Advanced Level.

The course is interactive and the trainer will answer questions and assist with all problem-solving during the course.

## Who should attend this course?

- Project Planners.
- Project Controllers.
- Project Schedulers.
- Or any individuals with a basis of Microsoft® Project 2013 Introduction Course.

## Course Duration

2 full days (08:30 to 16:30).

## Course Syllabus

Each attendee will receive a Microsoft® Project 2013 Advanced Manual and the course covers most of the material therein.

The topics covered in this course are as follows:

### Day 1

- A brief overview of the course
- Working with Project Templates
- Microsoft® Project 2013 Basics
- Sharing Resources across Projects
- Creating a Resource Pool
- Connecting a Project to a Resource Pool
- Opening and detaching shared Resources
- Balancing Workloads
- Finding Resource over- and under-allocation
- Adjusting assignments to correct allocations
- Levelling assignments
- Managing Multiple Projects

## Day 2

- Earned Value Analysis
- Critical Path Analysis
- Views
- Tables
- Filters
- Grouping
- General Topics
- WBS Codes
- Printing
- Exporting
- Displaying Data in Vision
- Customising the Ribbon
- Macros

## Course Benefits

- Course manual with all the course notes and exercises.
- A certificate of attendance.

## Additional Requirements

Microsoft® Project Introduction.



### Quality Assurance:



ProjectLink has been reviewed and approved as a provider of project management training by the Project Management Institute (PMI)<sup>®</sup> (REP2525), an Approved Education Provider (AEP no. 161310) for the AACE<sup>®</sup> International in Southern Africa, and an Oracle Silver Partner.

### For more information:



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