



Syllabus

PER-149 MS Project advanced: optimize productivity and communications in multiproject

Duration: 2 days

Trainer: Richard Tremblay

PURPOSE OF TRAINING

Use the commands in a context of improving productivity and communications during the execution of a project.

DESCRIPTION

Customize your environment in MS Project while facilitating communications with all stakeholders related to the projects.

OBJECTIVES

- Manage resource assignments.
- Use tracking techniques.
- Create reports with indicators.
- Know the various commands of the software to enhancing productivity and facilitating communications.

METHODOLOGY

Interactive presentation (45%), simulation (20%), exercises (35%)

TARGETED CLIENTELE

Professional and technicians



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CONTENT

Updates basics

- Efficient navigation
- Units of work/duration
- Importance of calendars
- Dashboards
- Resources contour

Tracking techniques

- Tracking tasks and efforts
- Costs
- Progress lines

Work in multi-project

- Resource sharing
- Resource leveling
- Creating a master project
- External projects
- Links between several projects

Creation and customization

- Models and filters
- Calculated fields
- WBS codes
- Fields setup
- Importance of the function organizer

Exchange of information with other software

- Import and export
- Links to external applications

Analysis of information

- Use of the "earned value".
- Original baseline and interim baseline plan

Other functions

- Creating a macro
- Use of hyperlinks
- Report on summary tasks
- Use of different types of grouping
- Setting options of the software