Intermediate Microsoft Project

<u>Objective</u>

The objective of this course is to enable the trainee to understand how to allocate resource holidays, add additional calendars, manage multiple projects and discern priority of resources. We will also look at grouping, sorting and filtering tasks and resources and some of Project's Reports.

<u>Key Content</u>

- Analysing an existing plan
- Allocation of holidays to a resource
- Additional task Functions
- Setting a Baseline
- Calendars – Base, Resource and Task
- Standard and Overtime Rates
- Filtering
- Working with groups
- Consolidating and Sharing Across Projects
- Reports