Macrosoft

*Vzdelávanie s trvalým efektom*

DOCUMENT

Course syllabus

CATEGORY

**Project, project management**

TRAINING FORMAT

**In Bratislava or online with a lecturer**

PRICE EXCL. VAT

**280,00 €**

PRICE INCL. VAT

**344,40 €**

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

# Project 2 - Advanced

Clear overview of course topics, training scope and key information.

The advanced Project course is intended for all users who need to use the advanced options of the program and cooperation in a workgroup. By agreement, the second day can also be used to solve specific problems according to the needs of the training participants.

## COURSE CONTENT

### 01 Review of MS Project Basics on an Example

Entering tasks.
Dependencies between tasks.
Resources and assigning them to tasks.
Method of project planning.
Working with constraints on tasks.
Working with the calendar.

### 02 Monitoring and Evaluating the Project

Working with the project baseline.
Tracking Gantt chart.
Tracking Gantt chart with multiple baselines.
Progress line indicator in the Gantt chart.
Tracking actual hours and spent costs.
Earned value table.
Splitting tasks.

### 03 Analysis, Export and Printing of Data

Print output settings.
Overview of built-in print reports for ongoing projects.
Options for time analysis in Excel.
Data export and import with MS Excel.
Discussion.
Conclusion.

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This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/project-advanced