ADVISICON
A C A D E M Y

Our mission is to deliver technology, tools and training to maximize impact, productivity and purpose

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Microsoft Partner
Gold Project and Portfolio Management
Gold Data Analytics
Gold Cloud Productivity
Gold Windows and Devices
Silver Collaboration and Content

■ Microsoft

PMI Project Management Institute.

ADVANCED SCHEDULING WITH **MS PROJECT**

COURSE **OVERVIEW**

Microsoft Project is a powerful scheduling, resource, & portfolio management tool designed to help teams plan, manage, control and report on projects quickly and easily. This course builds on the fundamental concepts and teaches advanced techniques that can be used to build, optimize, & manage project schedules. Learn key capabilities to analyze, track, & report on key milestones, critical path, and resource under or overallocations. Work with multiple schedules connected to a single resource pool, and provide demand management and resource/cost forecasting.

This instructor-led class can be delivered in-person or remotely in two full-day sessions or four half-day sessions. There are no prerequisites for this course.

By taking this course, attendees will learn how to:

- Navigate MS Project
- Build & manage project schedules
- Create a resource pool & manage/optimize resource allocation & assignments
- Use views & tables
- Track & analyze project status vs. a baseline plan
- Generate custom visuals, reports, & dashboards

WHO SHOULD **ATTEND**

This course is designed for the project manager, planner, or scheduler who wants better visibility & control over their projects by grasping the key techniques for creating & managing realistic projects using the Microsoft Project Desktop application.

COURSE **MATERIALS**

Course materials are comprised of a proprietary book written by Project MVPs & MCPs, combining over 50 years of industry experience. This course manual outlines best practices for using MS Project in project management scheduling. Attendees may also earn Professional Development Units from the Project Management Institute (PMI®).

CLIENT **RECOMMENDATIONS**

Great presentation and informative consulting on Project Server. I picked up a great deal of information that I can apply and make my PWA site work effectively.

Steve
Senior Product Development Manager, Boeing

The consultative training approach was so effective! When can you come back?!?

Paul
Senior Project Manager, Archer Daniels Midland

COURSE OBJECTIVES

Overview
- Learn app benefits
- Navigate Project Desktop
- Best practices in schedule management
- Task types & effort-driven scheduling

Manage Multiple Projects
- Work with master projects & subprojects
- Link projects & cross-project reporting
- Set multiple baselines
- Resolve issues with cross-project dependencies

Advanced Resource Management
- Build a shared resource pool
- Use enterprise calendars
- Resolve resource overallocation
- Work with cost & material resources

Reporting & Dashboards
- Create & view visual reports
- Build & manage dashboards
- Import/export project information

Customize Project
- Custom formats & views
- Build filters, groups, & tables
- Create custom alerts, objects, & indicators
- Work with organizer

Costs, Budgeting, & Resource Management
- Cost modeling & forecasting
- Create budgets & manage costs
- Earned value reports
- Create resource assignments

COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by a certified instructor, knowledgeable in the field of project management, MS Project/Project Server, and Power BI. Your attendees will obtain key knowledge on how to leverage Project Online and the Microsoft365 suite to optimize collaboration, reporting, and process automation.

Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 25 years, we have successfully helped customers learn, scale, and grow.

PAIN POINTS
THIS COURSE HELPS!

MY SCHEDULE IS DISJOINTED.
Learn best practices in building & managing your project schedule.

MY RESOURCES ARE ALL OVERALLOCATED!
Learn how to plan a successful project by understanding resource demand and capacity through a shared resource pool.
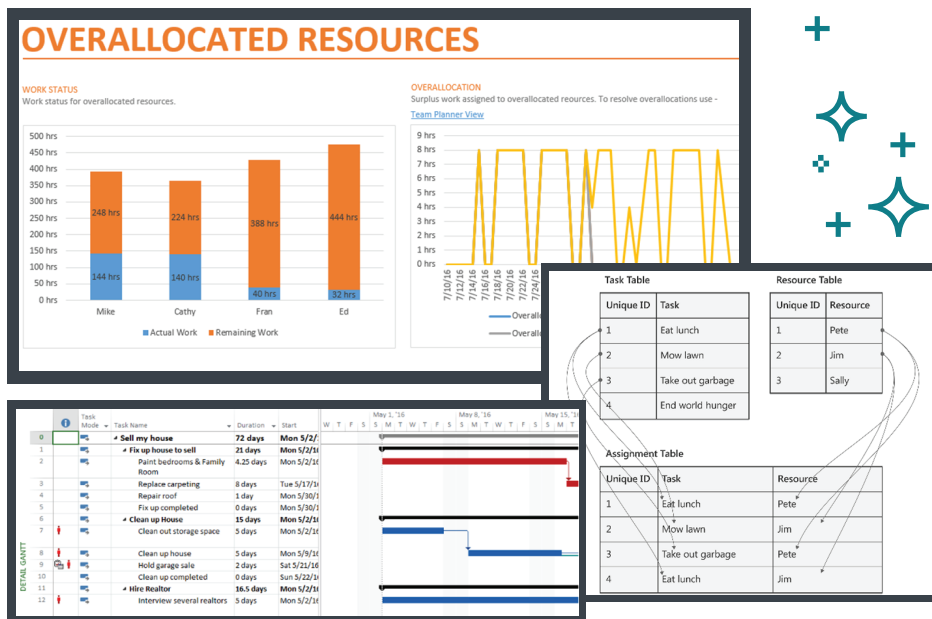
BEHIND SCHEDULE & OVER BUDGET!
Avoid late projects and budget overruns though advanced tracking and variance analysis.

MISSED THE DEADLINE!
Set and view milestones in your project so you can avoid missing deadlines.

WHAT IS MY PROGRAM STATUS?
Use Master Projects to link your individual projects into one plan and avoid disconnects.