

# Project Management With Microsoft Project Advanced

## 2 Day Course

*Instructor Led Training*

Created by **Thoughtware Technologies**



### **Course Overview**

Designed for the advanced user or serious novice, Mastering Advanced Project Management teaches techniques for using Microsoft Office Project 2007 pertinent to managing complex projects in mature project management environments. In this course, the special emphasis is on “explaining the mysteries” that often arise with the software, and adding depth and mastery to your software skills. This course is intended for experienced users of Microsoft Project who are faced with managing complex projects and work in an organization that demands advanced project management maturity.

### **Target Audience**

This is an accelerated 2-day class designed for PMP certified project managers and members of the Project Management Institute. However anyone is invited to attend if you have the appropriate background and experience needed to move through these topics at an accelerated pace.

### **Prerequisites and recommendations**

Some project coordination or management experience. Completion of our Project Management with Microsoft Project – Introduction course, or comparable knowledge and experience is required.

### **Learning Materials Include:**

- Thoughtware Technologies Developed Course Book including lectures, key points and exercises
- Certificate of Completion
- 14 Hours of Professional Development Units for PMP



## Course Goals

After successfully completing this course you will have acquired the skills and knowledge needed to:

- Create a project template
- Create custom calendar views
- Generate Gantt Charts
- Understand and use project costing
- Import and export project data to various formats
- Create and add Macros to toolbars
- Define a master project



## Topics Covered

- Closing a project
- Working with fields
- Advanced Calendars
- Advanced Scheduling
- Project Costing
- Critical Path Analysis
- Managing Project Risk
- Importing & Exporting
- Leveling Resource Overallocations
- Using Master Projects
- Working with Macros

## Cost

The fee for regularly scheduled instructor led classes is \$850.00 per student. For on-site training, please contact us at [pmtraining@keckwood.com](mailto:pmtraining@keckwood.com) for a quote.

Discounts are available for groups or multiple orders. A minimum of four students are need to constitute an instructor led class. Payment or purchase order must be received prior to the start of class. Any cancellations must be made one week in advance of the class to receive a refund.

**For information about this course, other training courses offered or services provided by Keck & Wood, Inc. please contact us at:**



## Keck & Wood, Inc.

2425 Commerce Ave., Bldg 2100 Ste. 300  
Duluth, Ga. 30093  
(678) 417-4000  
(678) 417-8785 Fax  
[www.keckwood.com](http://www.keckwood.com)

PMP and PMI are registered trademarks of the Project Management Institute.

*This class was developed by Thoughtware Technologies ([www.thoughtwaretechnologies.com](http://www.thoughtwaretechnologies.com)). Microsoft was not involved in the creation or endorses this class.*