peak
services

Peak Services delivers deep expertise in the local government sector.
We understand the business of councils. Challenge us.

PROJECT 2016 INTERMEDIATE – 1 DAY COURSE

AUDIENCE

Project 2016 Intermediate is designed for existing users of Microsoft Project who wish to extend their skills and knowledge beyond the creation of simple projects.

SHORT COURSE TOPICS

- Use various techniques for levelling over allocation of resources
- Assign material resources in a project
- Assign and track costs within a project
- Apply constraints and deadlines to tasks in a project
- Track the progress of a project
- Work more productively with project views
- Work with tables in Project
- Work with some of the features that allow you to control your data
- Format projects to make them more appealing and relevant
- Print data from Gantt Charts in a variety of ways and presentations

LEARNING OUTCOMES

Expand their skills and knowledge in using Microsoft Project in order to create basic and simple projects.

COURSE DETAILS

Delivery	This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.
Duration and Location	Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au

COURSE ELEMENTS

RESOURCE LEVELLING
- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

ASSIGNING MATERIALS
- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

COSTS
- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

CONSTRAINTS AND DEADLINES
- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

PROJECT TRACKING
- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

PROJECT VIEWS
- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

TABLES
- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

CONTROLLING PROJECT DATA
- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

FORMATTING PROJECTS
- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines
- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

ADVANCED PRINTING
- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF