Microsoft Project Advanced Training

Duration: 2 days **Language:** German/English
Location: upon agreement

Practice-oriented Microsoft Project Advanced Training: Planning, monitoring and controlling projects efficiently. Microsoft Project is an important project management tool that supports you in planning, managing and controlling projects. In this Advanced Training you will learn and train the advanced use of Microsoft Project.
The following contents from our module catalogue are covered in detail in the training. With the help of these elements, the participants will learn the advanced handling of Microsoft Project. They gain insights into multi-project planning, learn target-oriented tracking and reporting and receive practical tips and tricks for their daily work with Microsoft Project.

In addition to using the Microsoft Project tool, participants learn how to successfully structure, plan and track projects and how to recognise obstacles in time.

The training includes the following module elements:
  Basic information
  - Advanced setting in MSP
  - Settings in the Global MBT

  Working with MS-Project
  - Advanced operation settings
  - Calculation methods
  - Creation / saving of views
  - Creation / saving of tables
  - Export views / tables
  - User-defined fields
  - Working with projects
  - Subprojects
  - Scenarios
  - Project monitoring
  - Working with resources
  - Use of resources
  - Planning and control of resources
  - Evaluation of resources
  - Capacity alignment

Participants
The advanced training course is aimed at project managers, project controllers and time planners who need the advanced knowledge and functions in Microsoft Project. Participants already have knowledge of project planning, know the standard methods and terminology used in project management. They are familiar with the basics of Microsoft Project and are experienced users of standard software and operating systems.

Coaches
All our coaches are experienced professionals in project management and have many years of practical experience in a wide range of industries. They have long-standing know-how within the relevant topics.

Training method
Presence training - the training contents and functions of Microsoft Project are clearly conveyed by means of lectures, exercises and practical examples. Targeted application exercises guarantee a direct practical transfer of what has been learned.

Individual in-house training
proadvise individual trainings are goal-oriented and designed according to the needs of the users! Send us your request and we will be happy to make you an individual offer and support you in organising and realising the training.