

Duration: 2 Days Language: German / English

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 training you will learn 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 recognize obstacles in time.

The training course covers the following topics

Basic Information

- Advanced setting in MSP
- Settings in the Global MBT

Working with with Microsoft 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 Schedulers 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

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.

Training Setup

Our courses are available as open training courses (online or on-site). Would you like to book a training course that is tailored specifically to your needs? We are also happy to offer you a customized individual training course. Simply send us your request, and we will prepare your individual offer and support you with the organization.