



**COURSE CONTENT**  
**MS PROJECTS INTERMEDIATE**  
**DURATION: 1 DAY**

# Overview

## CONTENTS

1. MODULE 1 – ENHANCING SETUP AND THE SCHEDULE
  - a) Enhanced Setup
  - b) Date and Currency Formats
  - c) Changing the Currency Format
  - d) Changing the Date Format
  - e) Time Management
  - f) Lag Time
  - g) Set Lag Time
  - h) Minimizing the Impact of Lag Time
  - i) Lead Time
  - j) Setting Lead Time
  - k) Task Dependencies
  - l) Start – to – Start:
  - m) Finish – to – Finish
  - n) Start – to – Finish
  - o) Setting a Start – to – Start Relationship
  - p) Setting a Finish – to Finish Relationship
  - q) Multiple Predecessors
  - r) Creating Complex Dependencies
  - s) Task Calendars
  - t) Creating a New Calendar
  - u) Setting Custom Working Hours
  - v) Assigning a Task Calendar
  - w) Module Summary
  
2. MODULE 2 – TASK TYPES & EFFORT DRIVEN SCHEDULING
  - a) Task Types
  - b)  $\text{Duration} \times \text{Units} = \text{Work}$
  - c) Changing Task Types
  - d) Change Task Type – Fixed Work
  - e) Fixed Work Task Changes
  - f) Change Task Type – Fixed Duration

- g) Fixed Duration Changes
- h) Effort Driven Scheduling
- i) Disabling Effort Driven Scheduling
- j) Disable Effort Driven Scheduling for a Task

### 3. MODULE 3 – BASELINES AND INTERIM PLANS

- a) Save a Baseline
- b) Save a First Baseline
- c) Setting Actuals That Differ From the Baseline
- d) Saving and Displaying a Second Baseline
- e) Interim Plans
- f) Saving an Interim Plan
- g) Compare Current to Interim Plan Data
- h) Interim Plans in Action
- i) Earned Value Indicators
- j) Status Date
- k) Displaying Earned Value Data
- l) Mini Summary
- m) Viewing Earned Value Data
- n) Scenario
- o) Available Resources
- p) Instructions

### 4. MODULE 4 – ENHANCED RESOURCE USAGE

- a) Grouping and Filtering Resources
- b) Grouping Resources
- c) Choosing Groups to Display
- d) Removing Grouping
- e) Filtering Resources
- f) Apply a Filter to Resource Sheet View
- g) Remove a Filter
- h) Optional Method
- i) Auto Filter
- j) Switch On Auto Filter
- k) Sorting Resources
- l) Sorting by Two Fields
- m) Resource Availability
- n) Adjusting Availability
- o) Multiple Pay Rates
- p) Create a Second Cost Rate
- q) Apply a Secondary Rate



**COURSE CONTENT  
MS PROJECTS INTERMEDIATE  
DURATION: 2 DAY**

# Overview

## CONTENTS

### MODULE 1 – ENHANCING SETUP AND THE SCHEDULE

- a) Enhanced Setup
- b) Date and Currency Formats
- c) Changing the Currency Format
- d) Changing the Date Format
- e) Time Management
- f) Lag Time
- g) Set Lag Time
- h) Minimizing the Impact of Lag Time
- i) Lead Time
- j) Setting Lead Time
- k) Task Dependencies
- l) Start – to – Start:
- m) Finish – to – Finish
- n) Start – to – Finish
- o) Setting a Start – to – Start Relationship
- p) Setting a Finish – to Finish Relationship
- q) Multiple Predecessors
- r) Creating Complex Dependencies
- s) Task Calendars
- t) Creating a New Calendar
- u) Setting Custom Working Hours
- v) Assigning a Task Calendar
- w) Module Summary

### MODULE 2 – TASK TYPES & EFFORT DRIVEN SCHEDULING

- a) Task Types
- b) Duration x Units = Work
- c) Changing Task Types
- d) Change Task Type – Fixed Work
- e) Fixed Work Task Changes



- f) Change Task Type – Fixed Duration
- g) Fixed Duration Changes
- h) Effort Driven Scheduling
- i) Disabling Effort Driven Scheduling
- j) Disable Effort Driven Scheduling for a Task

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- a) Save a Baseline
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### MODULE 4 – ENHANCED RESOURCE USAGE

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## MODULE 5 – LEVELLING

- a) File Backup
- b) Create a Safe Copy
- c) Identify the Need for Levelling
- d) Levelling
- e) Checking Whether or Not Levelling Worked
- f) Clearing Levelling

## MODULE 6 – ENHANCED TRACKING

- a) Preparing to Update Actuals
- b) Saving Another Baseline
- c) The Tracking Table
- d) Loading Task Sheet: Tracking Table
- e) Updating Tasks: Actual Start & Finish dates
- f) Setting Actual Start and Finish dates
- g) Setting Percentage Complete
- h) Setting Actual and Remaining Durations
- i) Setting Actual Task Work
- j) Per Resource, Per Task, Per Time Schedule Tracking
- k) Setting Actual Resource Work

## MODULE 7 – ENHANCED REPORTS AND PRINTING

- a) Custom Reports and Tables
- b) Create a Custom Table
- c) Create a Custom Report



**The above course is compiled for individuals with:** Keyboard Skills, Introduction to Computers, Windows Basic, Windows Intermediate, Word Basic, PowerPoint Basic and PowerPoint Intermediate.