



**CTREC
HILTON**
IT ACADEMY

BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

MS Project (Part 3): Project Analysis, Reporting, Revision, and Closure using Microsoft Project

Days: 1

Format: Instructor-Led

Class Code: MSPRJ-3

Certification Exams:

Certification Track:

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

MS Project Analysis, Revision, and Closure using Microsoft Project course provides proven tools and techniques for successfully using Microsoft Project to assist with managing projects. Aligned with Milestone's YJTJ (Your Job Tool's Job) process and Project Management Institute's (PMI) standards and guidelines, class participants learn best practices for analyzing variance, reporting on, revising, and closing Microsoft Project work schedules.

Target Student:

This course is designed for all levels of experience in using Microsoft Project, as well as all levels of experience in project management. In particular, this course is designed for persons who need to author Microsoft Project work schedules including Project Managers and Project Assistants, and for management personnel in charge of setting standards for the analysis, reporting, and closure of project data.

Prerequisites:

MS Project (Part 1): Project Initiation & Planning; and MS Project (Part 2): Proj Valid, Baseline & Trkg

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

At Course Completion:

Upon successful completion of this course, students will be able to:

- To gain an understanding of a proven mindset Microsoft Project users should possess each time they open and work Microsoft Project schedules.
- To gain an understanding of globally accepted project management principles.
- To be able to effectively apply Microsoft Project into the Execution and Closure phases of a normal project life cycle.
- To gain an understanding of Microsoft Project's analysis and reporting capabilities.
- To be able to effectively revise Microsoft Project work schedules based on sound project management principles and Microsoft Project scheduling techniques.
- To gain an understanding of how to successfully close Microsoft Project work schedules.

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Course Outline

Lesson 1: YJTJ (Your Job Tool's Job)
<ul style="list-style-type: none">■ YJTJ and Microsoft Project■ YJTJ and project management
Lesson 2: Project Analysis
<ul style="list-style-type: none">■ Variance defined■ Schedule variance■ Work variance■ Cost variance■ Critical Path defined■ Critical task analysis■ Resource variance analysis
Lesson 3: Project Reporting
<ul style="list-style-type: none">■ Reporting defined■ Default reports■ Custom reports■ Visual (OLAP) reports
Lesson 4: Plan Revision
<ul style="list-style-type: none">■ Revision defined■ Task revision■ Resource revision■ Assignment revision■ Additional revision strategies
Lesson 5: Project Closure
<ul style="list-style-type: none">■ Closure defined■ Task closure■ Resource closure■ Assignment closure■ Project closure