

Microsoft Project Tracking & Reporting

Class Overview: This class is designed to teach you how to use Microsoft Project to monitor and communicate project progress. Students will also learn how to monitor project vital signs as well as integrate supporting documentation with their project plans.

Class Duration: This class will last 1 day.

Selected Audience: This class has been designed for people who want to use Microsoft Project to analyze and evaluate a project's progress.

Prerequisite Skills: This class assumes you have taken **Microsoft Project Essentials**.

Objectives: The following areas will be covered in this class:

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| Executing Tools | } | <ul style="list-style-type: none"> • apply formatting to emphasize important tasks • utilize the Calendar view to communicate project tasks • insert hyperlinks and document links to create a project document hub • establish and monitor project costs • adjust the project start/finish date and recalculate the schedule |
| Progress Tracking | } | <ul style="list-style-type: none"> • set a baseline for the project • explore tracking features • track general project progress • record work completed by each resource • use various tables to view tracking information |
| Performance Monitoring | } | <ul style="list-style-type: none"> • analyze the milestone hit rates • examine the critical path variance • examine cost management tables • flag tasks that have been added to the project scope • identify high risk project areas and adjust schedule accordingly • create reports that communicate project progress and costs |
| Reporting | } | <ul style="list-style-type: none"> • save the project information as HTML |
| Project Workshop | } | <ul style="list-style-type: none"> • assistance from instructor on personal projects |