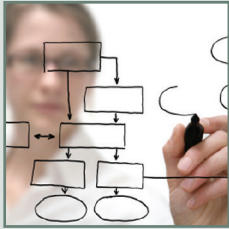




## Improved Resource Management

*For a clearer view?...*



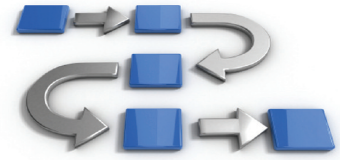
**PROJECT PLAN SERVICES** are one of the UK's most dynamic corporate portfolio, programme and project management specialists.

With years of experience, PPS Project Plan Services have taken its unique style of project consultancy into the workplace, enabling corporate clients of all sizes to optimize their planning infrastructure and deliver clear benefits.

From the early stages of project initiation through to the complexities of project planning, execution and finally closure, PPS Project Plan Services prides itself on talking your language guaranteeing smooth project consultancy with the minimum of fuss.

To see how you and your company can benefit from PPS Project Plan Services call us on 0113 804 2842 to arrange a personal, no obligation and free consultation.

## Integrated Programme Planning



Microsoft Partner Network  
Silver Project and Portfolio Management

*We have made significant improvement to our project performance with the assistance of the knowledgeable and capable PPS team*

Marcus Orton, Xiros Plc Innovations Director.

## Microsoft Project 2010 - Advanced Topics Workshop

### Duration: 1 Day

The workshop is designed for project managers and planners who wish to explore the advanced features provided in Microsoft Project for reporting, customising and handling "sets" of projects. It follows on from our Planning Projects and Managing Projects workshops

### Pre-requisites

Delegates should have experience of using Microsoft Project to plan and track standalone projects. The focus is on the program's advanced facilities and best practice

### Objectives

Attendance on this course will enable delegates to:

- Use Project's full reporting features
- Explore Project's advanced scheduling facilities
- Use project data with other Office programs
- Customise Project for use within their company
- Use Project for handling sets of projects
- Use Project for managing resources on sets of projects

### Format

The course will be delivered with interactive sessions, demonstrations and exercises by Project Plan Services trainers who have proven industry experience of using MS Office Project to help deliver real business change projects and programmes.

### Content

- **Building project schedules** - a brief review - Tasks, headings, dependencies, durations, calendars, constraints, baselines, tracking and basic reporting, with advanced usage hints and tips
- **Advanced facilities in Project** - Task schedule types; progress lines; split tasks; task usage view; work contours; resource availability; variable cost features; earned value analysis
- **Multiple project handling** - Managing concurrent projects; resource pools; inter-project links
- **Advanced reporting** - Sending data to Excel and Visio for graphical reporting
- **Customise Project** - Project fields, calculated columns, indicators and flags. Custom views, tables, filters, reports, ribbon tabs, templates, simple macros and the Organiser
- **Project Server** - An overview

### Where are the courses held?

Our courses are run all year round in the following cities - Leeds, Manchester and London. Alternatively if you would like our experienced instructors to deliver a course at your workplace for your team then call us to discuss your requirements and we will be glad to help.

**To Book:** Review our current course schedule online at [www.projectplanservices.co.uk/training/schedule](http://www.projectplanservices.co.uk/training/schedule) and to make a booking use the booking form or call us on 0113 804 2842 to discuss your requirements with our team. For further information you can email [enquiry@projectplanservices.co.uk](mailto:enquiry@projectplanservices.co.uk)