



Virtual Classroom

Project Beyond the Basics

Virtual Classroom Set-Up

When setting up our Virtual Classroom, we have striven to offer the same quality of customer experience as attained through our 'face to face' training environment

Take a look at the great feedback on our **About Virtual Classrooms** tab <https://fasttrackcomputertraining.co.uk/about-virtual-classrooms>

The Fast Track Virtual Classroom is currently choosing Microsoft Teams as the main Conference platform. Therefore, before joining the Virtual Classroom you will need to download Microsoft Teams.

Delegate Pre-Requisites

All delegates should have a sound knowledge of creating projects using MS Project or have attended the **Project The Basics** course previously

Course Duration

This is a One Day Course

Course Details

Courses commence at 9:30 a.m. through to 4:30 p.m.

All delegates will receive Training Courseware following the courses in pdf format together with a Course Attendance Certificate

Corporate Courses

Virtual Classroom Corporate courses are available

Target Audience

Have you created individual projects in Project but now need to see how they work together? This session shows delegates how to combine multiple projects to produce an overall plan and use resources to see the bigger picture!

The Content

Working with multiple Projects

Creating individual Microsoft Project plans and then combining them to produce an overview plan can enable delegates to work on their own plan but allow someone to oversee the bigger picture

The topics:-

- * How to individual projects into an overall project
- * How to use resource pooling to share resources across multiple projects
- * How to create dependencies between projects

Baselines & Tracking

Baseline and tracking in Microsoft Project allows a projection to be set and as the project proceeds, the plan reflects what is actually happening.

This provides the opportunity for these two sets of information to be compared and can help the project stay on track.

The topics:-

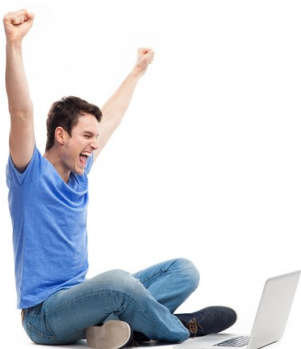
- * How to set multiple baselines
- * How to mark tasks as completed
- * How to update the project as tasks progress

Customising in Project

By customising Microsoft Project you can extract information that is more relevant to your business

The topics:-

- * How to customise the structure of Microsoft Project
 - ◇ How to customise tables
 - ◇ How to customise filters
 - ◇ How to customise views
 - ◇ How to customise reports
- * How to modify the default options
- * How to use the organiser to transfer customisations between projects



Call us on 01527 836840



Our team will be happy to give you the options and pricing

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