

Microsoft Project Intermediate Training

OVERVIEW

The Microsoft Project Intermediate course is ideal for users who know the basics and want to work more efficiently with larger or more complex schedules. In this one-day session, you'll deepen your understanding of resource management, cost control, constraints, and reporting so you can manage real-world projects with confidence.

We focus on practical techniques that help you balance workload, track progress accurately, and communicate project status clearly – especially when projects become more detailed or involve multiple stakeholders.

LEARNING OUTCOMES

By the end of the course, you will be able to:

- **Resolve resource over-allocations** using levelling techniques and smarter assignments
- **Assign and track costs** across tasks and resources for clearer budget visibility
- **Apply constraints and deadlines** appropriately to guide the schedule without breaking it
- **Track progress** using baselines and updates to measure actuals vs plan
- **Work productively with views and tables** to find, filter, and present the right data
- **Control and protect your data** using fields, tables, and view settings
- **Format timelines and Gantt charts** for clear, professional communication
- **Print and share reports** in useful, stakeholder-ready formats

These outcomes prepare learners to operate confidently in more detailed project environments and also provide a solid bridge to the Advanced course.

PREREQUISITES

Participants should be comfortable creating simple projects, working with tasks and dependencies, and navigating core views such as the Gantt Chart and sheet views.

DURATION & DELIVERY

The duration of this course is 1 day, without alterations.

We offer flexible delivery to suit your team and environment:

- **Onsite at your workplace** – highly interactive, tailored to your processes and projects
- **Live online training** – instructor-led, hands-on sessions via your preferred platform
- **Customised delivery** – mix and match topics across **Introduction, Intermediate, and Advanced** to create a program that fits your goals and timeline

All sessions are led by experienced Microsoft Project specialists with real-world implementation and project management experience.

COURSEWARE

High quality learning materials are available for purchase for each student.

Some of the courseware provided is based on the **2016 edition of Microsoft Project**. While the version number may appear older, the foundational concepts, workflows, scheduling logic, and functionality covered in the materials remain **fully relevant and accurate** for all current Microsoft Project desktop versions.

Where version differences exist — such as interface updates, new capabilities, or enhanced features — **our trainers will point these out during the session and incorporate them into the training**. This ensures participants always learn the most current, applicable, and practical information for the version your organization uses.

We do hope to update the courseware in the future.

MICROSOFT PROJECT TRAINING PATHWAY

Our Microsoft Project training is offered across three progressive one-day courses – **Introduction, Intermediate, and Advanced**. Whether you are new to Microsoft Project, building on existing skills, or managing complex multi-project environments, there is a course tailored to your needs.

All courses can be delivered as is, or we can customise a training program, so your team completes the exact topics they need in the number of days that suits your organisation.

- **Microsoft Project Introduction** – Build a solid foundation by learning how to create projects, work with tasks and resources, schedule effectively, track progress, and produce clear project information.
- **Microsoft Project Intermediate** – Extend your skills with resource levelling techniques, cost tracking, constraints, advanced views, tables, formatting tools, and enhanced reporting.
- **Microsoft Project Advanced** – Master complex project environments including custom fields, WBS codes, advanced reporting, project templates, shared resources, multi-project linking, data export, and automation with VBA.

COURSE DETAIL

Resource Levelling

- Understanding Resource Levelling
- Creating Resource Problems
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating an Over Allocation Report
- Changing Work Effort
- Understanding Overtime
- Assigning Overtime
- Hiring Contract Labour
- Switching Work Assignments
- Rescheduling Tasks

Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment
- Checking Work For Materials

Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline
- Moving a Project's Start Date

Project Tracking

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart

- Using The Tracking Box
- Viewing Task Slippage

Project Views

- Understanding Project Views
- Working With the Standard Views
- Creating Split Views
- Creating a Custom View
- Creating a Custom Combination View
- Using Custom Views
- Customising the View Menus
- Saving an Existing View
- Deleting Unwanted Views
- Keeping New Views Local
- Working With Multiple Files
- Hiding Open Files

Tables

- Exploring Tables
- Creating a New Table
- Adding Fields Using Add New Column
- Adding Fields Using Insert Column
- Adding Simple Custom Fields
- Formatting Table Fields
- Creating a Simple Lookup Table
- Using a Custom Table
- Using a Hyperlink Field

Controlling Project Data

- Understanding the Data Tools
- Basic Data Highlighting
- Highlighting Date Ranges
- Highlighting a Range of Tasks
- Highlighting Tasks With Specific Resources
- More Highlight Filters
- Applying Filters
- Creating a Custom Filter
- Using a Custom Filter
- Editing Existing Filters
- Deleting an Unwanted Filter
- Grouping Tasks
- Using AutoFilters

Formatting Projects

- Understanding the Timescale
- Changing Time Periods
- Showing Tiers
- Modifying Specific Tiers
- Formatting for Non-Working Time
- Changing Text Styles
- Working With Gridlines

COURSE DETAIL (Cont..)

Formatting Projects (cont..)

- Displaying Progress Lines
- Working With Progress Lines
- Changing the Layout
- Understanding Gantt Chart Bars
- Changing Gantt Chart Styles
- Changing Bar Text
- Formatting Selected Bars
- Changing Bar Styles

Advanced Printing

- Placing Printing Commands on the Ribbon
- Using Print Preview
- Setting Page Breaks
- Printing Specific Dates and Pages
- Printing Headers
- Printing Footers
- Working With the Legend
- Getting the Right Report Fit
- Exporting to PDF