

# MS Project Intermediate: Course Schedule

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## Lesson 7: Fine Tuning Task Details

- Adjusting Task Relationships
- Setting Task Constraints
- Interrupting Work on a Task
- Adjusting Working Time for Individual Tasks
- Changing Task Types
- Entering Deadline Dates
- Entering Fixed Costs
- Setting Up a Recurring Task
- Viewing the Project's Critical Path
- Scheduling Summary Tasks Manually
- Inactivating Tasks

## Lesson 8: Fine Tuning Resource Details

- Setting Up Resource Availability to Apply at Different Times
- Entering Multiple Pay Rates for a Resource
- Setting Up Pay Rates to Apply at Different Times
- Setting Up Material Resources

## Lesson 9: Fine Tuning Assignment Details

- Delaying the Start of Assignments
- Applying Contours to Assignments
- Applying Different Cost Rates to Assignments
- Assigning Material Resources to Tasks
- Viewing Resource Capacity
- Adjusting Assignments in the Team Planner View

## Lesson 10: Fine Tuning the Project Plan

- Examining Resource Allocations over Time
- Resolving Resource Overallocations Manually
- Leveling Overallocated Resources
- Checking the Project's Cost and Finish Date

## Lesson 11: Organizing Project Details

- Sorting Project Details
- Grouping Project Details
- Filtering Project Details
- Customizing Tables
- Create Custom Fields Quickly
- Customizing Views

## Lesson 12: Tracking Progress on Tasks and Assignments

- Updating a Baseline
- Tracking Actual and Remaining Values for Tasks and Assignments
- Entering Actual Costs Manually
- Tracking Timephased Actual Work for Tasks and Assignments
- Project Management Focus: Collecting Actuals from Resources
- Rescheduling Incomplete Work

## Lesson 13: Viewing and Reporting Project Status

- Identifying Tasks that Have Slipped
- Project Management Focus: Is Variance Ever a Good Thing?
- Project Management Focus: Getting the Word Out
- Examining Task Costs
- Examining Resource Costs
- Reporting Project Cost Variance with a Stoplight View

## Lesson 14: Getting your Project Back on Track

- Troubleshooting Time and Schedule problems
- Troubleshooting Cost and Resource problems
- Troubleshooting Scope-of-Work Problems



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