



**THE  
ENTERPRISE  
CENTRE**

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**Project 2003  
Advanced  
ENT1518**

2 Days

**Workshop Goal**

This **two day hands-on** workshop will show participants how to become more productive during the project planning process by using the advanced features of **Microsoft Project**.

**Topic Outline**

Customizing Project Information  
Filtering / Sorting / Grouping Information  
Using More Customization Features  
Working with Baselines  
Tracking your Progress  
Evaluating and Distributing Data  
Finalizing a Project  
Working with Multiple Projects  
Working with Resource Pools  
Importing and Exporting Data  
Working with Graphics and Web Pages

**Recommended Prior Learning**

Completion of the **Microsoft Project Introduction** workshop or equivalent knowledge. Familiarity with project management principles and terminology is desirable.