



Building Professionalism
in Project Management™
Project Management Institute

® Central Mass Chapter

Advanced Techniques for Managing Project Progress With Microsoft® Project

Presented by David Crane, PMP

Using a combination of slides, Microsoft Project and Excel data and graphs, this seminar is intended to take project progress management beyond the traditional “it’s about 80% done.” Attendee participation will be encouraged and in some instances solicited. Although this is a seminar focusing on Microsoft Project, for many reasons including logistical, it cannot be presented as a “hands on” training course. Given that, if you’d like to bring a laptop, feel free. However the pace of the seminar will be rapid and the presenter will be moving back and forth between slides, Microsoft Project and Excel making it difficult to follow along in Project. The following topics will be presented and discussed:

- Review of structuring a project plan in view of its use as a progress management tool
 - Designing the Work Breakdown Structure architecture to facilitate management reporting
 - Using Milestones for management reporting
 - Setting up custom filtering codes to facilitate managing
- Review of how and what to record when tracking actual project progress
 - Baseline options in Microsoft Project
 - How to accurately record project progress
- Common variance reports for managing task schedules, resource schedules and costs
 - Tracking Gantt Charts for the team members and project manager
 - Tracking Gantt Charts for management
 - Milestone Gantt Charts for management
 - Adding conditional graphic indicators to progress reports
 - Tabular reports for cost and resource work
- Managing schedule trends using custom Gantt Charts
 - Showing the current schedule along with three Interim Baselines to spot slippage trends
- Using Earned Value concepts to track and manage resource schedules, utilizing Microsoft Project and Excel
 - Microsoft Project’s Earned Value capability is seldom used for managing EV
 - With a few simple changes, resource work (effort) can be displayed in the cost fields
 - Using the Analyze Time Scaled Data In Excel utility, time phased cost (resource work) can be exported to Excel
 - Earned Value data can be graphed in Excel to display trends, reveal hidden work patterns and perform extrapolations to completion.
- Filtering (querying) Microsoft Project to find hidden variances that may become significant
 - Using case studies, various combinations of Microsoft Project report formats and filtering will be used to illustrate “drill down” techniques for finding hidden variances and trends.