



Microsoft Project Level 2

Course PR-02 1 day Instructor-led, Hands on

Introduction

This one-day, instructor-led course is for anyone who has Project on the desktop, regardless of whether they purchased an “on-premise” edition or subscribed to a “cloud-based” (online) edition. Most project managers and project team members use the desktop application, so that is the main focus of this course. The main features of the online app are presented in an appendix

This course is designed to familiarize you with some of the advanced features and functions of Microsoft Project so you can use it effectively and efficiently in a real-world environment.

In the first course of this series, you learned the basic features of Microsoft Project during the planning phase of a project. This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project during the execution, monitoring, and controlling phases of a project. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project.

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. You will manage and customize project plans during the implementation stage of a project.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

Prerequisites:

To ensure your success in this course, you should have basic project management knowledge and skills. Additionally, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a

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project plan, and share a project plan using Microsoft Project. The following course can help you meet this requirement: Microsoft Project 2019/365 Level 1

You should also have basic knowledge and skills for using any current Windows operating system—preferably Windows 10—and Microsoft Office, specifically Microsoft Word, Excel and PowerPoint. The following courses can help you meet this requirement:

At Course Completion

Upon successful completion of this course, students will be able to:

- Identify project management concepts and navigate Microsoft Project Professional.
- Create a new project plan.
- Add tasks to a project.
- Manage task relationships within a project.
- Manage project resources.
- Finalize a project plan.

Prerequisites

Students enrolling in this class should have the following:

- An understanding of project management concepts. The course Project Fundamentals, (Course No. PRFND) provides this information
- An understanding of project management concepts.
- Knowledge of a Windows operating system
- Microsoft Office Project 2016: Level 1.

Course Outline

Module 1: Updating a Project Plan

- Marking tasks complete
- Adjusting actuals
- Marking tasks partially complete
- Showing progress lines
- Comparing actuals to a baseline

Module 2: Adjusting Project Plans

- Changing project resources
- Adjusting task schedules
- Splitting tasks
- Delaying the remainder of a project
- Saving an interim plan

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Module 3: Reporting on Project Information

- Using built-in reports
- Exporting information to Excel
- Copying information to Word
- Using visual reports

Module 4: Creating Project Templates

- Removing unwanted information
- Saving the project as a template
- Using a project template

Module 5: Customizing Project

- Using filters
- Formatting a project table
- Grouping project information
- Using custom fields
- Customizing views
- Building custom tables
- Building custom reports
- Sharing custom items with other projects
- Setting project options

Module 6: Working with Multiple Projects

- Resource pools
- Master projects