



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Project® 2019-2024/365: Part 2

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course builds on the content covered in Part 1 of the Microsoft Project training. It focuses on advanced features used during the execution, monitoring, and controlling stages of a project. Participants will learn how to manage an approved project plan effectively. The goal is to complete the project on time, within budget, and within scope.

NOTE: The Project desktop app is available through two licensing options, both of which include Project Online:

- **Cloud-based subscription:** *Project Plan 3 or 5*
 - Microsoft Project is not included in the Microsoft 365 plans. A separate subscription plan is required.
- **On-premises solution:** *Project Professional 2021*

Target Audience

This course is intended for:

- Professionals with an understanding of project management concepts and who are responsible for creating and maintaining project plans.
- Professionals who are 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.

Prerequisites

To attend this course, candidates must have:

- Completed the following courses:
 - Microsoft® Project® 2019-2024/365: Part 1
 - Microsoft® PowerPoint® Part 1 (**any current version**)

OR



Microsoft Partner

Tel: 876-978-1107 / 876-978-1486

WhatsApp: 876-978-9353

E-Mail: training@RWTTs.com | **Website:** www.RWTTs.com





REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Prerequisites *Continued*

- Basic project management and planning knowledge and skills:
 - Such as create, manage, and share a project plan using Microsoft Project. This includes managing time, tasks, and resources within the plan.
- Basic knowledge and skills using the Microsoft® Windows® operating system and Microsoft® Office, preferably the latest version.

Course Objectives

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

- Update a project plan.
- Generate project views to manage a project.
- Create project reports to share a project's status.
- Reuse project plan information.
- Work with multiple projects.

Course Topics

Module 1: Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Update Cost Rate Tables
- Update a Baseline

Module 2: Viewing Project Progress

- Use View Commands
- Add Custom Fields
- Create Custom Views
- Format and Share the Timeline

Module 3: Reporting on Project Progress

- View Built-In Reports
- Create Custom Reports
- Create Visual Reports

Module 4: Reusing Project Plan Information

- Create a Project Plan Template
- Share Project Plan Elements with Other Plans

Module 5: Working with Multiple Projects

- Share Resources
- Link Project Plans

Appendix A: Project Management in the Cloud

ACTIVITIES INCLUDED



Microsoft Partner

Tel: 876-978-1107 / 876-978-1486

WhatsApp: 876-978-9353

E-Mail: training@RWTTs.com | **Website:** www.RWTTs.com

