Microsoft Project 2019 (On-Premise or Online Editions): Part 2

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

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 Microsoft® Project® 2019 (On-Premise or Online Editions): Part 1, 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 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.

NOTE: *This 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*

Target Audience

This course is intended for:

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

Microsoft Partner

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Prerequisites

To attend this course, candidates must have:

- Experience using Microsoft® Windows® 10
- Completed the following courses or have extensive knowledge of:
  - *Microsoft® Office Word: Part 1* —choose from 2016, 2019, or Office 365™ edition
  - *Microsoft® Office Excel®: Part 1* —choose from 2016, 2019, or Office 365™ edition
  - *Microsoft® Office PowerPoint®: Part 1* —choose from 2016, 2019, or Office 365™ edition

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 a Custom Field
- Create Custom Views
- Format and Share the Timeline View

Module 3: Reporting on Project Progress

- View Built-in Reports
- Create Custom Reports
- Create a Visual Report

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: Exploring Project Management in the Cloud

ACTIVITIES INCLUDED

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