MS Project 2019/2021/365 Advanced

Length: 1 Day

Summary: 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 introduction course,* 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.

Note: You can procure a license for the Project desktop app in one of two ways: purchasing a cloud-based subscription **or** an on-premises license. Project Online is included in both of the following purchase options:

- **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.

Course Objectives: In this course, you will maintain project plans during the execution, monitoring, and controlling phases of a project. You will:

- 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.

Target Student: 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.

Prerequisites: Microsoft® Project® 2019/2021/365: Introduction

COURSE CONTENT

Lesson 1: Updating a Project Plan
Topic A: Enter Task Progress
Topic B: Enter Overtime Work
Topic C: Edit Tasks
Topic D: Update Cost Rate Tables
Topic E: Update a Baseline

Lesson 2: Viewing Project Progress
Topic A: Use View Commands
Topic B: Add a Custom Field
Topic C: Create Custom Views
Topic D: Format and Share the Timeline View

Lesson 3: Reporting on Project Progress
Topic A: View Built-in Reports
Topic B: Create Custom Reports
Topic C: Create a Visual Report

Lesson 4: Reusing Project Plan Information
Topic A: Create a Project Plan Template
Topic B: Share Project Plan Elements with Other Plans

Lesson 5: Working with Multiple Projects
Topic A: Share Resources
Topic B: Link Project Plans

Appendix A: Exploring Project Management in the Cloud