

## Microsoft Project 2019/2021/365: Part 2

### Course Summary

#### Description

Welcome to Microsoft® Project® 2019/2021/365: Part 2. 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® 2019/2021/365: 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 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.

#### Objectives

At the end of this course, students 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.

#### Topics

- Updating a Project Plan
- Viewing Project Progress
- Reporting on Project Progress
- Reusing Project Plan Information
- Working with Multiple Projects
- Appendix A: Exploring Project Management in the Cloud

#### Audience

This course is designed for business professionals with an understanding of project management concepts and who are 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

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 project plan, and share a project plan using Microsoft Project. The following course can help you in meeting this requirement: Microsoft® Project® 2019/2021/365: Part 1. You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10—and Microsoft® Office. The following courses can help you meet this requirement:

- Using Microsoft® Windows® 10 (Second Edition)
- Microsoft® Word for Office 365 (Desktop or Online): Part 1
- Microsoft® Excel® for Office 365/2021 (Desktop or Online): Part 1
- Microsoft® PowerPoint® for Office (Desktop or Online): Part 1

#### Duration

One day

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### Course Outline

- I. Updating a Project Plan*
  - A. Enter Task Progress
  - B. Enter Overtime Work
  - C. Edit Tasks
  - D. Update Cost Rate Tables
  - E. Update a Baseline
  
- II. Viewing Project Progress*
  - A. Use View Commands
  - B. Add a Custom Field
  - C. Create Custom Views
  - D. Format and Share the Timeline View
  
- III. Reporting on Project Progress*
  - A. View Built-in Reports
  - B. Create Custom Reports
  - C. Create a Visual Report
  
- IV. Reusing Project Plan Information*
  - A. Create a Project Plan Template
  - B. Share Project Plan Elements with Other Plans
  
- V. Working with Multiple Projects*
  - A. Share Resources
  - B. Link Project Plans
  
- VI. Appendix A: Exploring Project Management in the Cloud*