

Microsoft Project 2021/2024/365: Part 2

Course Specifications

Course Number:

091099

Course Length:

1 day

Course Description

Overview:

Welcome to *Microsoft Project 2021/2024/365: 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 2021/2024/365: 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: 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. This material will benefit users of any current version of Microsoft Office and of the Microsoft Project desktop software. The classroom environment setup uses the Project 2019 desktop software.

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 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.

Course-Specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- Sufficient processor speed, RAM, and storage space for good system performance when running Microsoft Project.
- Mouse, keyboard, microphone, and monitor.
- High-speed, stable Internet connection.
- For the instructor's computer, a method to project and/or share the screen as needed for local and remote class participants.

Software:

- Microsoft Windows 10/11
- Microsoft Project desktop app, which can be obtained by purchasing one of the following plans:
 - Cloud-based solution: 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
- Microsoft 365 apps, specifically:
 - Microsoft PowerPoint used in the Lesson 2 activity, "Formatting and Sharing the Timeline."
 - Microsoft Excel used in the Lesson 3 activity, "Creating Visual Reports."

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 Custom Fields

Topic C: Create Custom Views

Topic D: Format and Share the Timeline

Lesson 3: Reporting on Project Progress

Topic A: View Built-In Reports

Topic B: Create Custom Reports

Topic C: Create Visual Reports

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: Project Management in the Cloud