

MICROSOFT PROJECT

LEVEL 2

Microsoft® Project: Level 2 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.

The course is built around the executing, monitoring, and controlling tasks that can be accomplished using the advanced commands found on one of these Project tabs: PROJECT, TASK, VIEW, or REPORT. This will enable you to become a "power user" and leverage the full potential of the application.

COURSE CONTENT

MANAGING THE PROJECT ENVIRONMENT

Link Projects

Baseline a Project

Work with Custom Fields

Change Project Options

Extend Project with Apps

MANAGING TASK STRUCTURES

Change a Task List

Create a Network Diagram

Manage the Critical Path

Use Lag and Lead

Analyze Earned Value

GENERATING PROJECT VIEWS

Use View Commands

Use Existing Views

Create Custom Views

Format and Share the Timeline View

PRODUCING PROJECT REPORTS

Use Existing Reports

Create Custom Reports

Export Visual Reports