COURSE SYLLABUS

Microsoft Project Level II Course (Self-Paced)

Step up your project management game with this advanced Microsoft Project course, created to give you the knowledge and skills to manage projects more effectively, track costs, and allocate resources with ease. It's an ideal choice for project managers who want to work more efficiently and take better control of project costs and resources.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/microsoft-project-level-ii-course-self-paced



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Course Outline

Executing a Project

- Enter Task Progress
- Update Task Progress with SharePoint
- Update Work
- Update Costs

Monitoring Project Progress

- View Project Progress
- Add Custom Fields
- Create Custom Views
- Create a Network Diagram
- Analyze a Project Plan

Controlling a Project Plan

- Edit the Task List
- Reschedule Tasks
- Update a Baseline

Reporting on Progress

- Format and Share a Chart View
- View Existing Reports
- Create Custom Reports
- Create a Visual Report

Customizing the Application

- Change Project Options
- Create a Project Plan Template
- Share Resources
- Link Project Plans