COURSE SYLLABUS

# Microsoft Project Level II Course

Enroll in this advanced Microsoft Project class to gain the knowledge and skills to manage projects effectively and efficiently, track costs, and allocate resources. Perfect for project managers looking to increase efficiencies and better manage 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/project-level-ii




support@graduateschool.edu •
(888) 744-4723

## 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