Microsoft Project for 2019/2021/365: Intermediate Course

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.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/microsoft-project-for-2019-2021-365-intermediate

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Course Outline

Module 1: Updating a Project Plan

- Enter task progress to track completed work.
- Input overtime hours and adjust task timing.
- Edit tasks and update cost rate tables as needed.
- Update the project baseline to reflect current scope and changes.

Module 2: Viewing Project Progress

- Use view commands to analyze project data from various perspectives.
- Add and manage custom fields for enhanced project tracking.
- Create and apply custom views tailored to project needs.
- Format and share the timeline for stakeholder communication.

Module 3: Reporting on Project Progress

- Access and interpret built-in reports for project insights.
- Create custom reports to highlight specific performance metrics.
- Use Microsoft Excel to develop visual reports for data visualization.

Module 4: Reusing Project Plan Information

- Create reusable project templates to standardize planning.

- Share and transfer components between different project plans.

Module 5: Working with Multiple Projects

- Share resources across multiple project files efficiently.
- Link project plans to manage interdependencies and timelines.