Microsoft® Office Project® 2019: Part 2

Course Description

Welcome to *Microsoft® Project® 2019/2021: 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® 2019/2021: 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 Office version. The classroom environment setup is based on Office 2019.

Course Duration

1 day

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.

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. The following Logical Operations course can help you in meeting this requirement: *Microsoft® Project® 2019/2021: Part 1*.

You should also have basic knowledge and skills for using any current Windows® operating system—preferably Windows 10—and Microsoft® Office. The following Logical Operations courses can help you meet this requirement:

- Using Microsoft® Windows® 10 (Second Edition)
- Microsoft® Office Word: Part 1 (any current version)
- Microsoft® Office Excel®: Part 1 (any current version)
- Microsoft® Office PowerPoint®: Part 1 (any current version)

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:

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software:

- Microsoft® Windows® 10 Professional or Enterprise.
- Microsoft® Project® 2019 Professional, which is used to complete the activities in the body of the course.
- Microsoft® Project® Online Professional (optional) if you wish to demonstrate Project Online.
- Microsoft® Office®.

Course Outline

Lesson 1: Updating a Project Plan

- Enter Task Progress
- Enter Overtime Work
- Edit Tasks
- Update Cost Rate Tables
- Update a Baseline

Lesson 2: Viewing Project Progress

- Use View Commands
- Add a Custom Field
- Create Custom Views
- Format and Share the Timeline View

Lesson 3: Reporting on Project Progress

- View Built-in Reports
- Create Custom Reports
- Create a Visual Report

Lesson 4: Reusing Project Plan Information

- Create a Project Plan Template
- Share Project Plan Elements with Other Plans

- Share Resources
- Link Project Plans

Who Should Attend

This course is designed for a person with an understanding of project management concepts and who is 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.