

Microsoft Project Level II

This advanced Microsoft Project class is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2016 so that you can use it effectively and efficiently in a real-world environment. This course covers the advanced knowledge and skills a project manager needs to update a project plan in Project 2016 during the execution, monitoring, and control phases. When you are finished with this course, you will be able to manage projects more efficiently, track costs, and allocate resources. This class is perfect for those who have multiple projects that need management, those who want to increase efficiencies, and those who need to better manage project costs and resources.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/project-level-ii or email contact@nyimtraining.com

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