



MICROSOFT PROJECT

LEVEL 2

Microsoft® Project: Level 2 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.

The course is built around the executing, monitoring, and controlling tasks that can be accomplished using the advanced commands found on one of these Project tabs: PROJECT, TASK, VIEW, or REPORT. This will enable you to become a "power user" and leverage the full potential of the application.

COURSE CONTENT

MANAGING THE PROJECT ENVIRONMENT

- Link Projects
- Baseline a Project
- Work with Custom Fields
- Change Project Options
- Extend Project with Apps

MANAGING TASK STRUCTURES

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Analyze Earned Value

GENERATING PROJECT VIEWS

- Use View Commands
- Use Existing Views
- Create Custom Views
- Format and Share the Timeline View

PRODUCING PROJECT REPORTS

- Use Existing Reports
- Create Custom Reports
- Export Visual Reports