

COURSE OUTLINE

Course Code: P-AD-PRJ19

Course Name: Microsoft Office Project 2019 (On-Premises or Online Editions): Part 2

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 day (s)	N/A	In Class/VILT	N/A	SoftSkills

Course Overview

Welcome to Microsoft® Project® 2019 (On-Premises or Online Editions): 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 (On-Premises or Online Editions): 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-premises” 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.

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 (On-Premises or Online Editions): Part 1
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7
- Microsoft® Office Word: Part 1 —choose from 2016, 2019, or Office 365™ edition
- Microsoft® Office Excel®: Part 1 —choose from 2016, 2019, or Office 365™ edition
- Microsoft® Office PowerPoint®: Part 1 —choose from 2016, 2019, or Office 365™ edition

Target Audience

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.

Topics

Module 1: Updating a Project Plan

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

Module 2: Viewing Project Progress

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

Module 3: Reporting on Project Progress

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

Module 4: Reusing Project Plan

Information

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

Module 5: Working with Multiple Projects

- Share Resources
- Link Project Plans

Appendix A: Exploring Project Management in the Cloud

Job Role

Exams and Certifications

At Course Completion

- 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.

Hardware Requirements

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 Requirements

- 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®.

What's Next