

Microsoft Project Level 2

Course Objective:

You will manage and customize project plans during the implementation stage of a project.

Target Student:

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs to use Microsoft Project 2010 to manage and customize those plans through the implementation stage of a project.

Prerequisites:

To ensure your success, we recommend you first have equivalent knowledge:

- An understanding of project management concepts.
- Knowledge of a Windows operating system, XP or Vista.
- Microsoft Office Project 2010: Level 1
- Project Management Fundamentals
- Knowledge of Microsoft Office 2010 applications

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Exchange Project Plan Data with other Applications.
- Update a project plan.
- Manage project costs.
- Report project data visually.
- Reuse project plan information.

Course Content

Lesson 1: Exchanging Project Plan Data with Other Applications

Topic 1A: Import Project Information

Topic 1B: Export Project Plan Data into an Excel Workbook

Topic 1C: Copy a Picture of the Project Plan Information

Lesson 2: Updating a Project Plan

Topic 2A: Enter Task Progress

Topic 2B: Enter Overtime Work

Topic 2C: Edit Tasks

Topic 2D: Reschedule a Task

Topic 2E: Filter Tasks

Topic 2F: Set an Interim Plan

Topic 2G: Create a Custom Table

Topic 2H: Create a Custom Field

Lesson 3: Managing Project Costs

Topic 3A: Update Cost Rate Tables

Topic 3B: Group Costs

Topic 3C: Link Documents to a Project Plan

Microsoft Project Level 2

Lesson 4: Reporting Project Data Visually

Topic 4A: Create a Visual Report

Topic 4B: Customize a Visual Report

Topic 4C: Create a Visual Report Template

Lesson 5: Reusing Project Plan Information

Topic 5A: Create a Project Plan Template

Topic 5B: Create a Custom View

Topic 5C: Make Custom Views Available to Other Project Plans

Topic 5D: Share Resources

Topic 5E: Create a Master Project

Appendix A: Synchronizing with SharePoint