

## Project 2019 Advanced

**Length:** 1 Day

**Summary:** 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.

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.

**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.

- Microsoft® Project® 2019 Introduction

**Target Student:** 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.

**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.

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## COURSE CONTENT

### 1: UPDATING A PROJECT PLAN

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

### 2: VIEWING PROJECT PROGRESS

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

### 3: REPORTING ON PROJECT PROGRESS

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

### 4: REUSING PROJECT PLAN INFORMATION

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

### 5: WORKING WITH MULTIPLE PROJECTS

- Share Resources
- Link Project Plans

**Appendix A:** Exploring Project Management in the Cloud

