

Microsoft Project Level 2

Duration: 1 Day **Course Code: MSPRL2**

Overview:

This course builds on the concepts and skills taught in the Microsoft Project Level 1 course. You will learn how to work to a more in-depth level with Microsoft Project and how to integrate Project data with other Office Applications.

Target Audience:

This course is designed for people who have the ability to create and update project plans using Microsoft Project and wish to build on those skills to create more comprehensive projects.

Objectives:

- By actively participating in this course, you will learn about the following:
 - Baselines and Interim Plans
 -
 - Update a Project Plan and Monitor Progress
 -
 - Analyse and Adjust the Project Plan
 -
 - Work with Delays and Conflicts
 -
 - Importing / Exporting Data
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Prerequisites:

To be successful in this course, we recommend that you attend the following courses or have equivalent knowledge:

- [Microsoft Project Level 1](#)

Software Requirements for Virtual Classroom

Delegates will need to have Microsoft Project 2013, 2016, 2019 or 365 (desktop version) installed on their PC to participate in Virtual Classroom courses; any other Project Management software is *not* suitable for this course. This course will be delivered on Microsoft Project 2016.

This course is not suitable for MAC users.

Follow-on-Courses:

MSPRL3 - Microsoft Project Level 3

MSPRL4 - Microsoft Project Level 4

Content:

Baseline and Interim Plans

Save and View Multiple Baselines in a Single Project

- Understanding Resource Units
- Using Team Planner View

Use Interim Plans to Compare Date Movements

- Understanding Resource Units
- Using Team Planner View

Update a Project Plan and Monitor Progress

Update Task Progress using Actuals

- Understanding Resource Units
- Using Team Planner View

Perform Updates using the Status Date

- Understanding Resource Units
- Using Team Planner View

Reschedule Incomplete Work

- Understanding Resource Units
- Using Team Planner View

Monitor Progress with Earned Value

- Understanding Resource Units
- Using Team Planner View

Analyse and Adjust the Project Plan

Display Slippage and Slack in your Schedule

- Understanding Resource Units
- Using Team Planner View

Changes in Resource Assignments

- Understanding Resource Units
- Using Team Planner View

Understanding Effort Driven Scheduling

- Understanding Resource Units
- Using Team Planner View

Working with Fixed Task Types

- Understanding Resource Units
- Using Team Planner View

Identify the CriticalPath or Paths in a Programme

- Understanding Resource Units
- Using Team Planner View

Shorten the Schedule

- Understanding Resource Units
- Using Team Planner View

Work with Delays and Conflicts

Delay Work for a Resource

- Understanding Resource Units
- Using Team Planner View

Assign Overtime and Extra Resources

- Understanding Resource Units

Inactivate Tasks

- Understanding Resource Units
- Using Team Planner View

Move a Project

- Understanding Resource Units
- Using Team Planner View

The Critical Path

What is the Critical Path

- Understanding Resource Units
- Using Team Planner View

Understanding Slack Time

- Understanding Resource Units
- Using Team Planner View

Working with Multiple Critical Paths

- Understanding Resource Units
- Using Team Planner View

Importing / Exporting Data

Importing Data from another Office Application

- Understanding Resource Units
- Using Team Planner View

Exporting Data to another Application

- Understanding Resource Units
- Using Team Planner View

- Understanding Resource Units
- Using Team Planner View

Splitting a Task

- Using Team Planner View

Use the Task Inspector

- Understanding Resource Units
- Using Team Planner View

Further Information:

For More information, or to book your course, please call us on Head Office 01189 123456 / Northern Office 0113 242 5931

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