

### MS Project Level 2 – Course Outline

#### Overview

You have already learnt how to create and edit basic plans in Microsoft Project. You will now see how to manage cost effectively and track the progress of plans in Project. You will exchange project plan data with other applications, customise elements, automate activities in Project with macros and reuse project plan information.

#### Prerequisites

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 and who needs to use Microsoft Project to manage and customise those plans through the implementation stage of a project.

- ✓ An understanding of project management concepts
- ✓ Knowledge equivalent to, or attendance on, the Project Level 1 course

#### Delegates will learn how to:

- ✓ Manage project costs
- ✓ Consolidate and reuse project plan information
- ✓ Exchange project plan data with other applications
- ✓ Update a project plan
- ✓ Customise Project to meet specific requirements

#### Course Outline

##### Unit 1 - Manage Costs in Microsoft Project

- Create Different Cost Rates for Resources
- Change the Resource Cost on Individual Tasks
- Alter Costs Based on Time Periods
- Assign Overtime Costs and Work to Resources

##### Unit 2 - Work with Multiple Projects

- Use and Manage Workspaces
- Manage Multiple Projects as a Programme
- Create a Shared Resource Pool
- Assign Resources using a Resource Pool

- Use Cost Rate Tables with a Resource Pool
- Identify the Critical Path or Paths in a Programme
- Comparing Versions of a Plan

##### Unit 3 – What-If Analysis

- Earned Value
- View Multiple Baselines in a Single Project
- Use Interim Plans

##### Unit 4 - Working With Overtime

### **Unit 5 - Import and Export Information**

- File Formats Supported by Microsoft Project
- Map Project Information
- Export Microsoft Project Information
- Import Information into Microsoft Project
- Use Visual Reports in Microsoft Project

### **Unit 6 -Track Progress and Project Actuals**

- Enter Task Progress as Scheduled
- Update a Project Using the Status Date

- Reschedule Incomplete Work
- Update Actuals
- Report Against Progress
- Move a Project

### **Unit 7 - Customise Microsoft Project**

- Work with the Timeline Feature
- Create Custom Fields
- Create Custom Filters
- Create Custom Indicators
- Create Custom Views
- Create Custom Reports
- Create Templates
- Use the Organizer

Duration: One day