

Course Description

This course is designed for students with an understanding of project management concepts who are responsible for creating and maintaining project plans. Target students will be looking to acquire 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.

Learning Objectives

- Update a project plan to reflect progress.
- Monitor project progress in the project plan.
- Adjust the project plan to control constraints.
- Create project reports to share a project's status.
- Customize project settings and share customization with other projects.

Executing a Project

- Enter Task Progress
 - Task Progress
 - The Status Date Dialog Box
 - The Mark on Track Command
 - The Update Tasks Dialog Box
 - Percent Complete
 - Actual Duration
 - Remaining Duration
- Update Task Progress with SharePoint
 - SharePoint Synchronization
 - SharePoint Libraries
 - The Sync with SharePoint Dialog Box
- Update Work
 - Actual Work
 - Overtime Work
 - The Work Table
- Update Costs
 - The Cost Table
 - The Assignment Information Tracking Tab
 - Updating Material Costs
 - Updating Cost Resources

Managing Project Plan Resources

- Change Project Options
 - General Project Options
 - Project Display Options
 - Project Schedule Options
 - Project Proofing Options
 - Project Language Options
 - Project Advanced Options
 - Ribbon Customization Options
 - Quick Access Toolbar Options
- Create a Project Plan Template
- Share Resources
 - Resource Pools
 - The Share Resources Dialog Box
- Link Project Plans
 - Master Projects and Subprojects
 - Dependencies
 - The Links Between Projects Dialog Box
 - External predecessors and Successors

Monitoring Project Progress

- View Project Progress
 - Default Views
 - The More Views Dialog Box
 - The Sort Command.
 - The Outline Command
 - The Tables Command
 - The Highlight Command
 - The Filter Command
 - The Group Command
 - The Timescale Dialog Box
- Add Custom Fields
 - Custom Fields
 - Field Lookup Tables
 - Custom Field Formulas
 - The Graphical Indicators Dialog Box
- Create Custom Views
 - New Views
 - Single View
 - Combination View
 - The Edit Button
 - The Copy Button
 - The Global Template
 - The Organizer
- Create a Network Diagram
 - The Network Diagram View
 - Task Nodes
 - Node Task Fields
 - Milestones and Summary Nodes
 - Paths
- Analyze a Project Plan
 - The Project Statistics Dialog Box
 - Variance
 - Slippage
 - The Earned Value Table

Controlling a Project Plan

- Edit the Task List
 - Schedule Options
 - Insert Tasks
 - Insert Task Options
 - Inactive Tasks
- Reschedule Tasks
 - The Update Project Dialog Box
 - Split Tasks
 - Task Inspector
 - The Move Command
- Update a Baseline
 - The Set Baseline Dialog Box
 - Interim Plans

Reporting on Progress

- Format and Share a Chart View
 - The Gantt Chart Tools Format Contextual Tab
 - The Bar Styles Dialog Box
 - The Timeline View
 - The Copy Timeline Command
- View Existing Reports
 - Dashboard Reports
 - Resource Reports
 - Cost Reports
 - In Progress Reports
- Create Custom Reports
 - The New Report Command
 - The Report Tools Design Contextual Tab
 - The Chart Tools Design Contextual Tab
 - The Chart Tools Format Contextual Tab
 - The Table Tools Design Contextual Tab
 - The Table Tools Layout Contextual Tab
 - The Field List Task pane
- Create a Visual Report
 - The Visual Reports Dialog Box
 - Excel PivotCharts
 - Visio PivotDiagrams