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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Project 2021 : Part 2



About This Course:

Microsoft Project 2021 is a powerful tool that enables project managers and teams to effectively plan, execute, and track projects of all sizes. This hands-on course teaches participants how to update project plans, generate dynamic project views, create status reports, reuse project data, and work with multiple projects efficiently.

Course Objectives:

- Update and maintain an active project plan
- Generate different views to track progress, resources, and timelines
- Create professional reports to communicate project status
- Reuse existing project data to save time and standardize processes
- Manage and consolidate multiple projects within MS Project 2019

Audience:

- Project managers, coordinators, and team leaders
- Professionals responsible for tracking and reporting project performance

Prerequisites:

- A basic understanding of project management principles (e.g., tasks, milestones, dependencies)
- Working knowledge of Microsoft Windows and Office applications
- Microsoft Project 2021 installed for hands-on practice

Course Outline:

- Introduction to MS Project 2019
- Updating a Project Plan
- Generating Project Views
- Creating Project Reports
- Reusing Project Information
- Working with Multiple Projects