

## Project 2016 - Part 2

### Overview

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This course covers the skills a project manager needs to update a project plan during the execution, monitoring, and controlling phases of a project. This course will enable students to manage the project so that it is completed on time & within budget.

### Prerequisites

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- Project 2016 - Part 1

### Prerequisite Comments

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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 pan, and share a project plan using Microsoft Office Project 2016.

### Target Audience

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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 2016 during the execution, monitoring, and controlling phases of a project.

### Course Objectives

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Upon successful completion of this course, you will be able to manage an existing Microsoft Project 2016 project plan. You will:

- Update a project plan to reflect progress as you execute the project.
- 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 customizations with other projects.

### Course Outline

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## 1 - Executing a Project

Topic A: Enter Task Progress  
Topic B: Update Task Progress with SharePoint  
Topic C: Update Work  
Topic D: Update Costs

## 2 - Monitoring Project Progress

Topic A: View Project Progress  
Topic B: Add Custom Fields  
Topic C: Create Custom Views  
Topic D: Create a Network Diagram  
Topic E: Analyze a Project Plan

## 3 - Controlling a Project Plan

Topic A: Edit the Task List  
Topic B: Reschedule Tasks  
Topic C: Update a Baseline

## 4 - Reporting on Progress

Topic A: Format and Share a Chart View  
Topic B: View Existing Reports  
Topic C: Create Custom Reports  
Topic D: Create a Visual Report

## 5 - Customizing the Application

Topic A: Change Project Options  
Topic B: Create a Project Plan Template  
Topic C: Share Resources  
Topic D: Link Project Plans

## Related Courses, Certifications, Exams

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- Project 2016 - Part 1
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