

# Microsoft Project - Level 2

## CPD Training



### Course Information

**START TIME**  
9.30am

**DELIVERY**  
Virtual

These course modules will provide practical skills associated with the management aspect of the software. Specifically, they are designed to provide tools, techniques and tips that will help Project Managers and Team Members effectively develop existing schedules and track project work. The main objective of this course is that participants can employ MS Project as a powerful tool to assist in the complex endeavour of managing, monitoring & controlling and successfully delivering projects.

### Course content

#### Module 1: Applying Filters

- Using the AutoFilter
- Applying project Interactive Filters (e.g. Date Range)

#### Module 2: Working with Tables

- Applying Tracking, Variance, Schedule and Cost Tables
- Designating 'Fixed Costs' against Tasks

#### Module 3: Customising Fields and Tables

- Inserting/Hiding Fields
- Working with Text Fields
- Working with Flag Fields
- Creating Custom Tables
- Tips on using the Organiser feature

#### Module 4: Resolving Resource Over-Allocations

- Finding Resource Over-Allocations
- Resolving Over-Allocations manually
- Resolving Over-Allocations using the 'Level Resources' feature

#### Module 5: Tracking Progress

- Working with Baselines
- Using the Tracking Table
- Using Tracking Commands
- Applying Tracking Fields
- Tracking by 'work done'

#### Module 6: Communication Techniques – Project Reporting

- Dashboard Reports
- Comparing Project Revisions

### Who Should Attend?

The course is suitable for team leaders and project managers who wish to become more familiar with this project management tool, and how it can be used to aid in managing and planning a project successfully to completion. This course will be of benefit to a wide range of individuals from various sectors, and would be of relevance to project managers, engineers, site supervisors and team leaders, and anyone who's role involves the planning and scheduling of tasks.

### Certification

On completion of this one-day training course, you will receive your CMG MasterClass Certificate of Attendance in Microsoft Project - Level 2. Please note certificates are issued at the close of the training course to participants on completion of the course. You will also receive a full Microsoft Project - Level 2 course pack to refer back to at any time in the future. Please check directly with your association or awarding body to see how many points they will award.

### Cost

This training course costs €425 EARLY-BIRD (Normal rate €525).