

Course Overview

In this 1-day course, you will learn how to create a baseline project plan, including previewing a baseline report and clearing a baseline. You will also learn how to track an active project and manage tasks that will occur in the future. You will learn how to work with resource needs, customize resource reports as well as how to customize the Microsoft Project environment. Also, you will learn how to work with data in other applications and work with a resource pool and consolidated projects.

Courses in the Microsoft Project Series

**Project Management
Fundamentals**
- 1 day -

Project Level 1
- 2 days -

Project Level 2
- 1 day -

Course Preparation

Prerequisite: *Project - Level 1* or equivalent experience.

Course Topics

Setting the Plan

- Creating a Baseline Plan
- Previewing a Baseline Report
- Clearing a Baseline

Tracking Project Progress

- Modifying the Environment for Tracking
- Entering Data for Completed Tasks
- Entering Actual Data for Tasks in Progress

Adjusting the Schedule

- Adjusting the Schedule of Future Tasks
- Setting and Displaying an Interim Plan

Adjusting Resource Schedules

- Work-Hour Considerations
- Customizing Resource Reports

Customizing the Microsoft Project Environment

- Working with Views
- Working with Toolbars and Macros
- Working with Global Settings
- Using the Options Dialog Box

Working with Data in Other Applications

- Importing Data
- Exporting Data
- Copying Data Into Other Office Applications

Working with Resource Pools and Consolidated Projects

- Working with a Resource Pool
- Working with Subprojects and Master Projects