Microsoft Project Level 1 and 2

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course covers management practices and methodologies and an in-depth knowledge of MS Project functionality. Delegates will be able to create and manage project schedules during the course and reinforce attained skills through practical applications.

About This Course

This course covers management practices and methodologies and an in-depth knowledge of MS Project functionality. Delegates will be able to create and manage project schedules during the course and reinforce attained skills through practical applications.

Who Should Attend

Delegates should be PC literate, i.e., familiar with PC’S/Laptops and have used a mouse and keyboard; be able to launch and close programs; navigate to information stored on the computer; manage files and folders and be comfortable using Microsoft Office applications such as MS Excel, MS Word etc.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

The purpose of this course is to provide delegates with the practical skills to build and manage project schedules. It is designed to provide techniques and tips that will help users of the software apply it as a powerful tool to develop competent and unambiguous schedules - while avoiding some of the traps associated with the incorrect application of scheduling features. Techniques learned will also facilitate communicating deliverables and milestones to project stakeholders.

Detailed Course Outline

Project Management Overview

- Concepts of project management and scheduling
- The project lifecycle and phases
- Fundamental importance of defining and agreeing project scope
- Developing a Work Breakdown Structure (WBS) to define project scope
- 4 steps to create a schedule based on the WBS
- Understanding task dependencies
- Understanding the concept of the project baseline

Developing a Project Schedule

- Setting the Scheduling Mode
- Creating Tasks, Recurring Tasks (e.g. progress or review meetings) and Milestones
- Defining task Dependencies
- Applying Lag and Lead Time
- Working with the Critical Path

Managing Tasks in the schedule

- Add Notes and attach project documents to tasks
- Setting and removing task Constraints and Deadlines
- Applying the Task Path feature to view dependencies

Working with Resources

- Creating a Resource Pool
- Working with Resource Calendars
- Creating Team/Group Calendars
- Understanding Effort Driven and Non-Effort Driven scheduling
- Assigning Resources to tasks
- Working with Project Costs

Managing Project Information

- Applying Field, Tables and Views
- Applying Filters and Groups
- Creating custom Fields, Tables and Views (Drop-down menus, Traffic Light reports, Flag Fields)
- Using the Organiser feature for customised elements

Communicating Project Information

- Applying formats to Views and Tables
- Using the Copy Picture command
- Create and Print Project Reports
- Exporting to Excel

Managing Resources

- Finding Resource Overallocations
- Resolving Overallocations (reassigning, splitting tasks, utilising float, changing work contours)
- Applying Resource Levelling features

Tracking Progress

- Setting the Project Baseline
- Applying the Tracking Gantt and Tracking Table
- Using the Mark on Track and Update Tasks features
- Working with Dashboards and Burndown Reports

Programme Management

- Methods to consolidate multiple Project Files
- Resource sharing - setting up a Master Resource Pool
- Creating and managing Master Project Files

Upcoming Schedule

Available training dates for Microsoft Project Level 1 and 2:

Start Date	End Date	Location	Delivery	Price
30 Nov 2026	01 Dec 2026	Virtual Classroom - Link will be sent 7 days before the course	Virtual	€710.00

Additional Course Details

Nexus Humans Microsoft Project Level 1 and 2 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Project Level 1 and 2 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Project Level 1 and 2?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day Microsoft Project Level 1 and 2 course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Project Level 1 and 2 training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Project Level 1 and 2?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Project Level 1 and 2. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Project Level 1 and 2?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Project Level 1 and 2 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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