Project - Part 2

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

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

How do you keep your project on track once the plan is approved? This course teaches you to manage and adjust Microsoft Project plans during the execution, monitoring, and controlling phases. With 70% of projects failing to meet scope, schedule, or cost goals, the ability to revise timelines, update task progress, and produce real-time reports is essential. You'll gain the practical skills needed to navigate changes, reuse planning assets, and coordinate across multiple projects.

About This Course

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Prerequisites & Entry Requirements

General Prerequisites:

Project - Part 1 or equivalent experience.

Learning Outcomes

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

In this course, you will maintain project plans during the execution, monitoring, and controlling phases of a project. You will: Update a project plan. Generate project views to manage a project. Create project reports to share a project’s status. Reuse project plan information. Work with multiple projects.

Detailed Course Outline

Updating a Project Plan

- Enter task progress
- Edit tasks and cost rates
- Update a baseline

Viewing Project Progress

- Use view commands
- Add custom fields and create views
- Format and share the timeline

Reporting on Project Progress

- Use built-in reports
- Create custom and visual reports

Reusing Project Plan Information

- Create project plan templates
- Share elements across plans

Working with Multiple Projects

- Link project plans

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Project - Part 2:

Start Date	End Date	Location	Delivery	Price
23 Nov 2026	23 Nov 2026	Online	Virtual	€395.00
17 Dec 2026	17 Dec 2026	Online	Virtual	€395.00

Frequently Asked Questions

Q: What delivery options are available for Project - Part 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 1-day Project - Part 2 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Project - Part 2 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Project - Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for Project - Part 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 Project - Part 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 Project - Part 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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