

# COURSE OVERVIEW

**Course Name:**  
Microsoft Project 2016:  
Level 2

**COURSE DURATION: 1 Day**

**Gauteng:**

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Melrose Arch  
Johannesburg  
2196  
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**Gauteng:**

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**Cape Town:**

3rd Floor Thomas Pattullo Building  
19 Jan Smuts St  
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## COURSE OVERVIEW

This course covers 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. In other words, once your project plan is approved by the project sponsor, this course will enable you to manage the project so that it is completed on time, within budget, and according to scope.

## COURSE OBJECTIVES

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.