

# 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

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.

## 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 Sep 2026 | 23 Sep 2026 | Online   | Virtual  | €395.00 |
| 23 Oct 2026 | 23 Oct 2026 | Online   | Virtual  | €395.00 |
| 23 Nov 2026 | 23 Nov 2026 | Online   | Virtual  | €395.00 |
| 17 Dec 2026 | 17 Dec 2026 | Online   | Virtual  | €395.00 |

# Frequently Asked Questions

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## 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
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## 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.

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## 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.

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## 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.

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## 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
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**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**

**Professional Training & Development**

 Email: [info@nexushuman.com](mailto:info@nexushuman.com)

 Website: [www.nexushuman.com](http://www.nexushuman.com)

 Phone: +353 1 XXX XXXX (Ireland) | +44 20 XXXX XXXX (UK)