

Project Management Level 2(Project)

Module Goals

This module sets out essential concepts and skills relating to the ability to use project management software to prepare project plans and monitor projects including planning and

managing time, costs, tasks, and resources. Successful candidates will be able to:

- Understand the key concepts relating to managing projects.
- Use a project management application to create a new project and maintain an existing project.
- Create and schedule tasks and add project constraints and deadlines.
- Assign costs and create and assign resources to tasks.
- View the critical path, monitor progress and reschedule work.
- Prepare and print outputs, including charts and reports.

Module Chapters

1. Project Management Tools
2. Project Creation
3. Tasks
4. Resources and Costs
5. Project Monitoring
6. Prepare Outputs

Additional Course Information

Estimated learning time: 30 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

Project Management Level 2 (Project)

Progression Options

Certificate IT User Skills (ECDL Extra)

Word Processing Level 2

Spreadsheets Level 2

Presentations Level 2

Improving Productivity Level 2

Microsoft Office Specialist



Rewards Training

Belgrave House, Station Way, Crawley, RH10 1HU

www.rewardstraining.co.uk

sales@rewardstraining.co.uk

01293 562651