Microsoft Project 2013

Level 1 Course:

Length: 1 Day

Prerequisites: General knowledge of Windows and a basic understanding of project management concepts. Some experience with Excel will be beneficial.

OBJECTIVES:
- Develop a project plan with tasks, resources and assignments.
- Master the tools for presenting your plan and creating reports.
- Track your progress and costs – and make real-time adjustments.

OUTLINE:

A Guided Tour of Project
- The BackStage View
- The Ribbon and Tabs
- Views

Starting a New Plan
- Setting nonworking days in the project calendar
- Entering the plan's title and other properties

Building a Task List
- Entering task names
- Entering task durations
- Entering a milestone task

- Organizing the tasks into phases
- Creating task dependencies
- Switching task scheduling from manual to automatic
- Check the plan's duration and finish date
- Documenting tasks with notes and hyperlinks

Setting up Resources
- Setting up resources
- Entering resources' capacity
- Entering resource pay rates
- Adjusting individual calendars
- Documenting resources

Assigning Resources to Tasks
- Assigning work resources to tasks
- Controlling work when adding or removing resource assignments

Formatting and Sharing Your Plan
- Customizing a Gantt chart view
- Customizing a Timeline View
- Customizing reports
- Copying views and reports
- Printing views and reports

Tracking Progress
- Saving a project baseline
- Tracking a project as scheduled
- Entering actual values for tasks

Organizing Project Details
- Sorting Project details
- Grouping Project details

- Filtering Project details
- Customizing tables and views

Consolidating Projects and Resources

- Creating a resource pool
- Viewing assignment details in a resource pool
- Updating assignments in a sharer plan
- Updating a resource's information in a resource pool
- Linking new plans to a resource pool
- Changing sharer plan assignments and updating a resource pool
- Consolidating plans
- Creating dependencies between plans