Mastering Microsoft Project 2013

Code: 2156

3 days

Course Overview

In this three-day, instructor-led course, you will expand your knowledge base and technical skills about Microsoft Project. Beginning with the basic concepts, you will walk through all the functions you'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Certification:

This course helps you prepare for Microsoft Exam 74-343: Managing Projects with Microsoft Project 2013. You can take the exam at any Prometric IT Test Center.

Who Needs To Attend

Novice and experienced project managers, managers, schedulers, and other project stakeholders who need to incorporate the discipline of project management with Microsoft Project 2013

Course Details

Topics Include

- Project management as it applies to using Microsoft Project 2013
- Create a work breakdown structure
- Identify task types and relationships
- Define resources within a project
- Make work package estimates
- Create an initial schedule
- Create a resource-leveled schedule
- Create projects from templates, Excel files
- Create global templates
- Create formulas and graphical indicators
- Record a macro
- Format output and print reports
- Integrate multiple projects
- Set up a project with a calendar, start date, and scheduling method

- Manual scheduling vs. auto scheduling
- Manage multiple projects
- Create a master project list with shared resources

Course Outline

1. Module 1: Introduction to Microsoft Project

- How Project relates to the discipline of project management
- New features in Project 2013
- Navigate to the primary views available using the Ribbon
- Choose views that display task, resource, or assignment information
- Select table within views to change the information that is available to see and edit
- Relate the features of Project to the five steps for building a plan in Project

2. A Quick and Easy Overview of Managing with Project

- Create a new project and prepare it for data entry
- Enter project tasks
- Sequence the tasks
- Define resources
- Estimate task duration and assign resources
- Baseline the project
- Track project progress

3. Setting Up a Project

- Use multiple methods to create a new project from an Excel file and a SharePoint Tasks list
- Establish one or more calendars to constrain resource availability
- Configure Project to calculate the schedule from the Start Date forward or from the Finish Date backward

4. Manually Schedule vs. Auto Schedule

- Turn on Manually Schedule and Auto Schedule
- When to use Manually Schedule
- Limitations of manually scheduling

5. Creating a Work Breakdown Structure

- Build and use summary and subordinate tasks
- Use milestones
- Develop WBS Outlines
- Assign completion criteria
- Evaluate the WBS
- Use WBS templates

6. Identifying Task Relationships

- Types of task relationships
- Use various methods to create relationships

- Determine and display task sequence
- Use lag, lead, and delay
- New feature of Task Paths

7. Defining Resources within Project

- Define resource types
- Define individual resources that will be used on the project
- Record the cost(s) of using each type of resource
- Record the limit of availability for each type of resource by establishing a resource calendar and defining the maximum units of that resource

8. Making Work Package Estimates

- Enter estimates for duration and costs for each task
- Distinguish between task types and when each is appropriate
- Relationship between work, units, and duration
- How Effort Driven scheduling is affected by work, units, and duration
- Assign tasks to resources using the Team Planner view

9. Creating an Initial Schedule

- Calculate float and identify a project's critical path
- Identify task constraints
- Create milestones
- Use the Task Inspector to troubleshoot the initial schedule

10. Create a Resource Leveled Schedule

- Adjust a project schedule to account for limited people and other resources
- View the overall cost and schedule of a project
- Identify resources that have been over allocated for a project schedule
- Use multiple ways to adjust tasks and assignments to remove over allocation for any resource

11. Managing the Project

- Set a baseline
- Enter and track project performance data
- Apply different tracking methods
- Perform a variance analysis on a project

12. Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom fields
- Reporting
- Other file formats

13. Managing Multiple Projects

- Use common resources among multiple projects
- Link tasks between multiple projects
- Create a consolidated view of multiple projects

14. Advanced Topics

- Customize the Ribbon and the Quick Access Toolbar
- Customize W

Prerequisites

There are no required prerequisites for this course. However, it is helpful to have taken an introductory project management course.