MICROSOFT PROJECT 2013 INTRODUCTION

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MS Project 2013
Introduction

COURSE LENGTH: 1.0 DAYS

Microsoft Project 2013 is a project management application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports. Microsoft Project 2013 Introduction Training Course is designed for beginners where they will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

MICROSOFT PROJECT 2013 INTRODUCTION COURSE OUTLINE

FOREWORD

This course includes skill-building in each of the basic functions of Microsoft Project 2013 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2013 Introduction Training Course is the first course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

OUTCOMES

After completing this course, participants will have learned to:
- Access the toolbar
- Open and view a project
- Use the TimeLine feature
- Apply filters
- View the network diagram
- Define a project
- Set project properties
- Create a new basic calendar
- Save a project file
- Amend a standard calendar
- Enter milestone and summary tasks
- Insert, delete and move tasks
- Add notes to tasks
- Add recurring tasks
- Work with task durations and relationships
- Set resource availability dates
- Assign resources to tasks
- Understand resource costs
- Baseline a project

MODULES

Lesson 1: Project Management overview and introduction to the Project 2013 interface

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

Lesson 2: Planning the Project

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

Lesson 3: Task Entry and Task Linking

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

Lesson 4: Resources and Resource Entry

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Baselining your project

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote