



Microsoft Office Project 2013

Course PR13ADV 2 Days Instructor-led, Hands on

Introduction

This two day instructor-led course is designed for individuals who will use Microsoft Office Project 2013 as a tool to assist them in managing projects. The goal of this course is to introduce advanced techniques to fine-tune tasks and resources, optimize your project plan, track progress against the plan, and work with shared resources pools and consolidated projects. Students will also learn to customize the Project environment by setting preferences, recording macros, working with the organizer and creating custom views, tables and reports

This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans.

At Course Completion

Upon successful completion of this course, students will be able to:

- Fine tune resource and assignment details
- Fine tune the Project plan
- Organize project details
- Track progress on tasks and assignments
- View and report project status
- Get your project back on track

Prerequisites

Students enrolling in this class should have attended Microsoft Project 2013, Course PR2013B, or have equivalent knowledge and skills.

Course Outline

Module 1: Organizing Project Details

- Examining resource allocations over time
- Resolving resource overallocations manually
- Leveling overallocated resources
- Checking the plan's cost and finish date
- Inactivating tasks

Module 2: Tracking Progress on Tasks and Assignments

- Updating a baseline

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- Tracking actual and remaining values for tasks and assignments
- Tracking timephased actual work for tasks and assignments
- Rescheduling incomplete work

Module 3: Viewing and Reporting Project Status

- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Reporting project cost variance with a spotlight view

Module 4: Getting Your Project Back on Track

- Troubleshooting time and schedule problems
- Troubleshooting cost and resource problems
- Troubleshooting scope of work problems

Module 5: Applying Advanced Formatting and Printing

- Formatting a Gantt chart view
- Formatting a Timeline view
- Formatting a Network Diagram view
- Formatting a Calendar view
- Printing and exporting views

Module 6: Advanced Report Formatting

- Formatting tables in a report
- Formatting charts in a report
- Creating a custom report

Module 7: Customizing Project

- Sharing custom elements between plans
- Recording macros
- Editing macros
- Customizing the ribbon and Quick Access Toolbar

Module 8: Sharing Information with Other Programs

- Copying Project data to other programs
- Opening other file formats in Project
- Saving to other file formats from Project
- Generating visual reports with Excel and Visio

Module 9: Consolidating Projects and Resources

- Creating a resource pool

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- Viewing assignment details in a resource pool
- Updating assignments in a sharer plan
- Updating a resource's information in a resource pool
- Updating all plans' working times 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

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