



Microsoft Office Project 2013

Course PR2013C 2 Days Instructor-led, Hands on

Introduction

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.

You will create a project plan containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

You will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. You will manage and customize project plans during the implementation stage of a project.

At Course Completion

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

- Explore the Microsoft Office Project environment
- Create a new project plan.
- Structure the project plan
- Add resources to the project plan
- Track estimated costs
- Adjust the project plan
- Finalize the project plan
- Update a Project plan.
- Adjust Project plans
- Report on Project information
- Create Project templates
- Customize Project
- Work with multiple projects

Prerequisites

Students enrolling in this class should have the following:

- An understanding of project management concepts. The course Project Fundamentals, (Course No. PRFND) provides this information
- Knowledge of a Windows operating system
- A basic knowledge of Microsoft Word and Microsoft Excel would be helpful, but are not required.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Course Outline

Module 1: Introducing Microsoft Project

- What is Microsoft Project
- Uses for Project
- Using a Project template

Module 2: Creating a Project Plan

- Determining a start or finish date
- Setting the project calendar
- Adding tasks
- Outlining the project
- Showing the project summary task

Module 3: Structuring the Project Plan

- Estimating durations
- Linking tasks
- Adjusting links
- Adding constraints
- Adding deadlines

Module 4: Adding Resources to the Project Plan

- Understanding resource types
- Building a resource sheet
- Working with resource calendars
- Assigning resources to tasks
- Understanding task types and effort-driven

Module 5: Tracking Estimated Costs

- Viewing resource costs
- Using cost resources
- Adding fixed costs

Module 6: Adjusting the Project Plan

- Exploring project views
- Adjusting work hours
- Adding project notes
- Resolving resource overallocations

Module 7: Finalizing the Project Plan

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- Viewing the critical path
- Using task path highlighting
- Saving the baseline
- Viewing initial reports

Module 8: Updating a Project Plan

- Marking tasks complete
- Adjusting actuals
- Marking tasks partially complete
- Showing progress lines
- Comparing actuals to a baseline

Module 9: Adjusting Project Plans

- Changing project resources
- Adjusting task schedules
- Splitting tasks
- Delaying the remainder of a project
- Saving an interim plan
- Saving another baseline

Module 10: Reporting on Project Information

- Using built-in reports
- Exporting information to Excel
- Copying information to Word
- Using visual reports

Module 11: Creating Project Templates

- Removing unwanted information
- Saving the project as a template
- Using a project template

Module 12: Customizing Project

- Using filters
- Formatting a project table
- Grouping project information
- Using custom fields
- Customizing views
- Building custom tables
- Building custom reports
- Sharing custom items with other projects

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- Setting project options

Module 13: Working with Multiple Projects

- Resource pools
- Mast projects