Microsoft Project Training

Duration: **2 Day**

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Overview

You need to gather information about the various tasks involved, resources required to accomplish the tasks, and the overall cost in order to plan a project. Microsoft Office Project Professional 2013 acts as a tool that assists you in managing your projects. In this course, you will create and modify a project plan. Once the plan is created, you will set a baseline, track project actuals and report against the plan using Microsoft Project.

Prerequisites

There are no prerequisites for this course.

Who Should Attend

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 these project plans.

What You Will Learn

At the end of this course you will be able to:

- Identify the components of the Microsoft Project environment
- Use views to work with a project plan
- Create a new project plan
- Create the project schedule
- Manage resources in a project plan
- Finalise a project plan
- Track progress
- View and report project plan information

Outline

1 - Getting Started with Microsoft Project

- A - Introduction to Microsoft Project 2013
- B - Explore the Microsoft Project 2013 Environment
- C - Display an Existing Project Plan in different Views

2 - Creating a Project Plan

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- A - Create a New Microsoft Project Plan
- B - Setting Project Working Time
- C - Project Information
- D - Create Summary Stages or Phases
- E - Editing the Task List
- F - Defining the Activity List
- G - Creating and Applying Task Calendars
- H - Creating the Work Breakdown Structure

3 - Creating the Project Schedule

- A - Task Durations
- B - Defining Milestones
- C - Manual Scheduling and Finish to Start Relationships
- D - Automatic Scheduling
- E - Task Relationships
- F - Adding Stages to the Timeline
- G - Identifying the Critical Path
- H - Working with Constraints and Deadlines
- I - Recurring Activities
- J - Add Notes to a Task
- K - Referencing Other Files in Tasks

4 - Managing Resources in a Project Plan

- A - Resource Types
- B - Working with Resource Calendars and Availability
- C - Adding Resource Costs
- D - Assigning Resources to Tasks
- E - Effort Driven Scheduling
- F - Resolve Resource Overallocation
- G - Splitting Activities

5 - Introduction to Project Tracking

- A - Setting a Project Baseline
- B - Entering Actuals
- C - Viewing Progress in a Project Plan

6 - Viewing and Reporting Project Detail

- A - Filter, Group and Highlight Project Information
- B - Printing Views
- C - Using Standard Reports in Microsoft Project