MICROSOFT PROJECT 2013 INTRODUCTION TRAINING

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MS Project 2013
Introduction

COURSE LENGTH: 1.0 DAYS

The Microsoft Project 2013 Introduction Training Course teaches you the skills required to use the basic features of this project management application. The course, the first of the Project 2013 training series, is designed for beginners with no experience with the software.

This course covers the following topics: Project Management overview and terminology, Project 2013's new user interface with Ribbon and Quick Access Toolbar, defining and planning the project (setting the start date and project properties, creating a New Base Calendar and more), managing tasks (adding and tracking), resolving scheduling conflicts, assigning deadlines on tasks, creating project reports and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT PROJECT 2013 INTRODUCTION TRAINING 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

Lesson 2: Planning the Project
- Defining the Project

- 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

- 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