

Microsoft Project 2013 Basics - 1 Day

*PDU*s - 6.5

PMI's Certification Breakdown

PMP/PgMP - 6.50

PMI's Talent Triangle Breakdown

Technical - 6.50

Course Description: This course will focus on helping individuals who use Microsoft Office Project Professional 2013. The course will cover the critical skills necessary to create and modify a project plan file in Microsoft Project. Various skills related to the project plan that will be addressed include creating tasks, managing resources, and organizing resource assignments. By the end of this course, attendees will be able to create a project plan file containing tasks and organize these tasks in a work breakdown structure containing task relationships. They will also be able to create and assign resources and finalize the project to implement the project plan.

Method of teaching: *Students will use Microsoft Project 2013 Professional to work through example modules and create their own project plan.*

Course Objectives:

Objective 1: Examine Microsoft Project, Project Management, and You

- Discuss the high-level benefits of dedicated project planning and management tools
- Examine the differences between Project Standard and Project Professional
- Examine the major new features introduced in *MS Project 2013 Professional*
- Discuss skills development strategies for mastering projects in the context of a good project management practice

- Examine applying different views to see information presented in different ways
- Examine reports to quickly communicate the status of a project plan

Objective 3: Starting a new plan

- Create a new project plan
- Set non-working days in a project plan
- Examine available base calendars and create working-time exceptions in the project calendar
- Examine project properties

Objective 2: A guided tour of MS Project 2013

- Review new features with *MS Project 2013 Professional*
- Examine the backstage view to share and manage project files
- Examine the fluent (ribbon) interface and quick access toolbar

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Objective 4: Building a task list

- Examine how to add a project summary task
- Examine how to add a recurring task
- Examine how to create milestones in a project plan file
- Examine how to organize tasks into phases
- Examine how to enter task duration estimates
- Examine how to link dependent tasks
- Discuss top-down and bottom-up task planning
- Examine automatic and manually scheduled tasks
- Identify deliverables in a project plan file
- Examine documenting tasks with notes and hyperlinks
- Examine how to set a task deadline

Objective 5: Setting-up resources

- Examine how to set up resource information for the people who work on projects
- Discuss best practices for entering resource names
- Examine how to enter a resource's maximum capacity
- Examine how to enter resource pay rates
- Examine how to get resource cost information
- Examine how to adjust working time in a resource calendar
- Examine how to set up cost resources
- Examine how to document resources with notes

Objective 6: Assigning resources to tasks

- Examine how to assign a resource to a task
- Discuss the scheduling formula
- Examine how to control work when adding or removing resource assignments
- Discuss effort-driven scheduling
- Examine how to assign cost resources to tasks
- Examine how to check the plan's duration, cost, and work

Objective 7: Formatting and Sharing a Project

Plan

- Examine how to customize the Gantt chart view
- Examine how to customize the timeline view
- Examine how to draw on a Gantt chart
- Examine how to copy views
- Examine how to print views
- Examine how to customize and print project reports

Objective 8: Tracking project progress

- Examine how to save a project baseline
- Examine how to track a project schedule
- Examine how to enter a task completion percentage
- Examine how to enter actual values for tasks
- Discuss evaluating if a project is on schedule