

# Microsoft Project 2013 Intermediate - 1 Day

***PDU***s - 6.5  
***CEU***s - 0.70

**PMI's Certification Breakdown**  
PMP - 6.50

**PMI's Talent Triangle Breakdown**  
Technical - 6.50

***Course Description:*** This course will build upon the skills learned in the *Microsoft Project 2013 Basic* course. This course will go beyond simply preparing a project plan to looking at the skills needed to use Microsoft Project during the Project Implementation phase. At the end of this course, students will be able to manage straightforward projects through the proper assignment of tasks and resources and be able to track progress and report on a project.

***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: Fine-Tuning Task Scheduling**

- Examine how to set task relationships with task path
- Examine how to adjust task link relationships
- Examine how to set task constraints
- Discuss interrupting work on a task
- Examine how to adjust working time for individual tasks
- Discuss controlling task scheduling with task types
- Discuss assignment units, peak, peak units, and the scheduling formula
- Discuss task types and effort-driven scheduling

### **Objective 2: Fine-Tuning Task Details**

- Examine how to enter deadline dates
- Examine how to enter fixed costs
- Examine how to setup recurring tasks

- Examine how to view the project's critical path
- Examine how to manually schedule summary tasks

### **Objective 3: Fine-Tuning Resource and Assignment Details**

- Examine how to setup resource availability to apply at different times
- Examine how to enter multiple pay rates for a resource
- Examine how to setup resource pay rates to apply at different times
- Examine how to setup material resources
- Examine how delay the start of assignments
- Examine how to apply contours to assignments
- Examine how to apply different pay rates to assignments

*(Continued on next page)*

- Examine how to assign material resources to tasks
- Discuss variable consumption rates for material resources
- Examine how to view resource capacity
- Examine how to adjust assignments in team planner view

## **Objective 4: Fine-Tuning the Project Plan**

- Examine how to view resource allocations over time
- Discuss evaluating resource allocations
- Examine how to manually resolve resource over allocations
- Examine how to level over allocated resources
- Examine how to check the project's cost
- Examine how to check the project's finish date
- Examine how to inactivate tasks

## **Objective 5: Organizing Project Details**

- Examine how to sort project details
- Examine how to group project details
- Examine how to filter project details
- Examine how to create new tables
- Discuss creating custom fields
- Examine how to create new views

## **Objective 6: Tracking Progress on Tasks and**

### **Assignments**

- Examine how to update a baseline
- Discuss saving interim project plans
- Examine how to track actual and remaining values for tasks and assignments
- Discuss how to manually enter actual costs
- Examine how to track time-phased actual work for tasks and assignments
- Discuss collecting actuals from resources
- Examine how to reschedule incomplete work

## **Objective 7: Viewing and Reporting on Project**

### **Status**

- Examine how to identify tasks that have slipped
- Discuss project variance
- Discuss project communication
- Examine how to review task costs
- Examine how to review resource costs
- Examine how to report project cost variance with a stoplight view

## **Objective 8: Getting Your Project Back on Track**

- Examine how to troubleshoot time and schedule problems
- Examine how to reduce task durations by assigning resource overtime hours
- Examine how to troubleshoot cost and resource problems
- Examine how to troubleshoot scope-of-work problems