

5 Days

55054: Mastering Microsoft Project 2013

?Mastering Microsoft Project 2013 training is a three-day, course that is designed for individuals who are keen to advance their skill set on Microsoft Project. The course will serve candidates from the basic concepts to the advanced functions that are required to plan and manage a small to medium-size project, including functions of levelling resources and capturing both cost and schedule progress.

This training course will prepare candidates for the Microsoft Project 2013 Exam 74-343 Managing Projects with Microsoft Project 2013.

Completion of the course equips the participants with the following skill set:

- Understanding the discipline of project management.
- Setting up a Project with a Calendar, start date, and scheduling method.
- Creating a Work Breakdown Structure.
- Identifying Task Types & Relationships.
- Defining Resources within Project.
- Creating Projects from templates, Excel files.
- Integrating Multiple Projects.
- Making Work Package Estimates.
- Creating an Initial Schedule.
- Creating a Resource Leveled Schedule.
- Creating Global templates.
- Creating formulas and graphical indicators.
- Understanding Manually Schedule vs. Auto Schedule.
- Creating a master project list with shared resources

Course Details

Course Outline

Module 1: Introduction to Microsoft Project

- Describing how Project relates to the discipline of Project management.
- New features in Project 2013.
- Navigating to the primary views available using the Ribbon.

- Choosing Views that display task, resource, or assignment information.
- Relating the features of Project to the 5 steps for building a plan in Project.

Module 2: A Quick and Easy Overview of Managing with Project

- Creating a new project and prepare it for data entry.
- Entering project tasks.
- Sequencing the tasks.
- Defining resources.
- Estimating Task duration and assign resources.
- Baseline the project.
- Tracking project progress.

Module 3: Setting Up a Project

- Using multiple methods to create a new project from an Excel file and a SharePoint Tasks list.
- Configuring Project to calculate the schedule from the Start Date forward, or from the Finish Date backward.
- Establishing one or more calendars to constrain resource availability.

Module 4: Manually Schedule vs. Auto Schedule

- Switching tasks between Manually Schedule and Auto Schedule modes.
- Learning the impact made on the project schedule and the individual tasks.

Module 5: Creating a Work Breakdown Structure

- Building summary and subordinate tasks.
- Understanding and use milestones.
- Developing WBS Outlines.
- Assigning completion criteria.
- Evaluating the WBS.
- Understanding and use WBS templates.

Module 6: Identifying Task Relationships

- Understanding the different types of task relationships.
- Understanding and use various methods to create relationships.
- Determining and displaying task sequence.
- Understanding and use lag, lead, and delay.
- Understanding the new feature of Task Paths.

Module 7: Defining Resources within Project

- Defining resource types.
- Defining individual resources that will be used on the project.
- Recording the cost(s) of using each type of resource.

Module 8: Making Work Package Estimates

- Entering estimates for duration and costs for each task.
- Distinguishing between task types and describe when each is appropriate.
- Describing the relationship between work, units, and duration.
- Describing the way Effort Driven scheduling is affected by work, units, and duration.
- Assigning tasks to resources using the Team Planner view.

Module 9: Creating an Initial Schedule

- Calculating float and identify a project's critical path.
- Understanding task constraints.
- Creating milestones.
- Using the Task Inspector to troubleshoot the initial schedule.

Module 10: Create a Resource Leveled Schedule

- Adjusting a project schedule to account for limited people and other resources.
- Viewing the overall cost and schedule of a project.
- Identifying resources that have been over-allocated for a project schedule.
- Using multiple ways to adjust tasks and assignments to remove over allocation for any resource.

Module 11: Managing the Project

- Setting a baseline.
- Entering and tracking project performance data.
- Applying different tracking methods.
- Performing a variance analysis on a project.

Module 12: Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting

- Other File Formats

Module 13: Managing Multiple Projects

- Using common resources among multiple projects.
- Linking tasks between multiple projects.
- Creating a consolidated view of multiple projects.

Module 14: Advanced Topics

- Customizing the Ribbon and the Quick Access Toolbar.
- Customizing WBS numbering.
- Concepts of Formulas and Graphical indicators.
- Purpose of the Global template and Organizer.
- Using Task Deadlines.

Who Should Attend

This course is beneficial for both novice and experienced managers, project managers, managers, and other project stake holders who want to incorporate the discipline of project management system with Microsoft Project 2013.

Pre Requisite

There are no prerequisites for this course. However, it would be helpful if an individual has taken any introductory project management course, such as Versatile's Principles of Project Management.

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Date - Apr 26, 2024