

Course Description

This course is designed to combine both MS Project 2013 Level I and Level 2 into one combined course to familiarize you with the basic and advanced features and functions of Microsoft Project Professional 2013. This way, attendees can use it effectively and efficiently in a real-world environment. Turn your project into a success story. From resource allocation and cost projections to progress tracking and deadlines, you'll understand and be confident using Microsoft Project 2013 and gain Real-World Hands-On Experience by taking this 2-Day combo course.

Students Will Learn

- **Navigate project calendars, timelines, and critical paths.**
- **Set-up tasks and dependencies between them, including lag and lead times.**
- **Explore project costs, leveling, and how to resolve resource over-allocations.**
- **Get useful techniques for tracing task paths to simplify unruly Charts.**
- **See how to set-up baselines and interim plans.**
- **Strategize with your team and implement security measures.**
- **Distribute timelines and reports for online meetings as you export your data to other Microsoft programs and the cloud.**
- **And more...**

Target Audience

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

This course is also for anyone seeking to become a Microsoft Specialist in Microsoft Project 2013.

Prerequisites

You should also have basic knowledge and skills for using any current Windows operating system.

Finally, you should have competency in using other Microsoft Office applications preferably Office 2013.

Course Outline

Day 1

Module 1: Starting a Project

- Project Management 101
- Navigate and Customize the Project 2013 Interface
- Add Tasks to a Project
- Add Resources to a Project
- Save a Project

Module 2: Working with Project Calendars

- Manage Project Time Frames
- Change Working Time

Module 3: Working with Project Tasks

- Manage Project Tasks
- Add Summary Tasks and Milestones

Module 4: Working with Project Resources

- Manage Project Resources
- Allocate and Level Work Resources

Module 5: Delivering a Project Plan

- Print Project Views
- Share Projects
- Export Projects

Day 2

Module 6: Managing the Project Environment

- Link Projects
- Baseline a Project
- Work with Custom Fields

Module 7: Managing Task Structures

- Change a Task List
- Create a Network Diagram
- Manage the Critical Path
- Use Lag and Lead
- Analyze Earned Value

Module 8: Generating Project Views

- Use View Commands
- Use Existing Views
- Create Custom Views
- Format and Share the Timeline View

Module 9: Producing Project Reports

- Use Existing Reports
- Create Custom Reports

- Export Visual Reports

Delivery Method

Instructor-Led with numerous Hands-On exercises.

Equipment Requirements

(This apply's to our hands-on courses only)

BTS always provides equipment to have a very successful Hands-On course. BTS also encourages all attendees to bring their own equipment to the course. This will provide attendees the opportunity to incorporate their own gear into the labs and gain valuable training using their specific equipment.

Course Length

2 Days