

Project 2010/2013 Essentials – 2 Days



Description

Do you need to:

- Plan a complex sequence of tasks aimed at a specific goal
- Manage a project team or track and report on the progress of a project
- Manage a project in an area with tight resource constraints

Aim

This course aims to provide you with the skills and knowledge necessary to create and update a project plan, resource the plan and track progress. This course is not suitable for participants using previous versions of Project unless they anticipate upgrading to Project 2010/2013 in the very near future.

Pre-requisites

To gain the most from this course, participants need to be confident in working with Microsoft Office 2010 or 2013 and have an understanding of basic project management principles and concepts.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Have the skills to navigate around the project screens and reports.
- Have the skills to lay out and edit a reasonably complex project plan.
- Be able to identify and set up various task relationships to build your project schedule, including using lead and lag time.
- Understand and be able to set up and use project and resource calendars.

Topics Covered

Key topics covered on this course include:

Introducing Project

- Advantages of Using Microsoft Project
- How Microsoft Project Manages the Information

Build the Project Schedule

- Establish Basic Project Information
- Update the Project Calendar
- Save the Project
- Enter Project Activities, Task Deadlines and Constraints
- Attach Notes

Work with the Project Schedule

- View Task Details, Project Statistics
- Split Tasks, display Critical Tasks
- Edit the Schedule
- Use and Format the Outline

Assign Resources

- Identify and Maintain Resource Information

Manage Resource Usage

- Change Resource Allocations
- Use the Team Planner
- Determine Resource Over allocations
- Project Strategies

Multiple Projects and Resource Pools

Track the Schedule

- Baseline Projects and Track Progress
- Views Tables and Filters
- Printing and Project Reports