

Course Outline

Microsoft Project 2013/2016: Creating and Managing Projects

Days: 2

Prerequisites: Windows Introduction or equivalent experience. Project management knowledge recommended and being familiar with terms such as Gantt Chart, PERT Chart, task, critical path, and resources.

Overview: During this two-day course, students will learn how to use Microsoft Project to assist them with planning and creating a project and how to use Microsoft Project to manage a project plan after the project has begun. This course meets the Microsoft Proficiency Guidelines for Project 2013/2016 at the Expert level.

Day 1: Creating a Project

Unit 1: Project basics

- Project management concepts
- Exploring the Project window
- Using Help
- Working with a project file
- Closing a file and exiting Project

Unit 2: Working with tasks

- Creating a task list
- Modifying a task list
- Creating the Work Breakdown Structure
- Customizing WBS codes

Unit 3: Scheduling tasks

- Setting up task links
- Task Relationships
- Working with advanced task options

Unit 4: Managing resources

- Creating a base calendar
- Working with resources and calendars
- Working with Project costs

Unit 5: Views and tables

- Working with views
- Working with tables

Unit 6: Filtering, grouping, and sorting

- Working with filters
- Working with groups
- Sorting tasks and resources

Unit 7: Finalizing the task plan

- Finalizing the schedule
- Resolving resource conflicts

Day 2: Managing a Project

Unit 8: Templates and importing data

- Working with templates
- Creating projects from other programs

Unit 9: Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

Unit 10: Analyzing and adjusting the plan

- Analyzing the plan
- Delays and conflicts
- Team planner view

Unit 11: Working with reports

- Standard reports
- Visual reports

Unit 12: Customizing project environment

- Creating custom views
- Creating macros
- Gantt chart formatting
- Custom fields

Unit 13: Managing multiple projects

- Consolidating and sharing projects
- Sharing resources across projects

Unit 14: Exchanging project data

- Collaboration
- Hyperlinks
- Exporting data to other Office applications