



Microsoft Project Essentials (Version 2013)

Duration: 1 day

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

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Overview

This powerful and practical course is facilitated by experts and is designed to provide participants with the essential knowledge and skills for planning, scheduling, tracking, controlling and reporting on their projects in Microsoft Project 2013.

These skills will be able to be put to immediate and practical use at the completion of the course, which refers to various source materials and draws upon the research and experience of PM-Partners' extensive involvement in managing projects.

” Course Objective

Microsoft Project 2013 Essentials is a one day fast-paced and intensive course, which follows a case study (which may be customised to suit your project environment), and while designed for maximising productivity through the use of Microsoft Project 2013 as a tool, positions sound project management skills at its core.

Delivery

Participants receive a comprehensive Microsoft Project 2013 Essentials manual, which performs two functions:

- Reference during the course, containing information and exercise scenarios on the what, when, how, why and what if... of Microsoft Project 2013.
- An ongoing resource, which may be kept on hand for future reference when using the software, and or encountering difficulties.

A Case Study Guide is provided (in the case that a custom project is not being utilised), from which a project will be built, in a progressive and practical manner during the course.

Courses are facilitated by our expert team and can be conducted onsite or at our premises. All courses can be customised, including the case study, to suit your requirements.

PM-Partners is a **Microsoft Certified Partner**.

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Who should attend?

This course is designed for Project managers, team members and service managers seeking an elevated level of proficiency in the management of their projects using available software tools for project scheduling and control.

Prerequisites

As this is an introductory to intermediate course, there are no requirements for previous experience with Microsoft Project.

A fundamental competence, however, in operating Microsoft Windows is essential for this fast-paced course.

Customisation options

Optional training modules can be added to this course:

- Additional day to cover more advanced aspects of Microsoft Project 2013 or Project Management topics.
- Other options available upon request.

Development Units

Participants who have been awarded the Project Management Professional (PMP)[®] credential by the Project Management Institute (PMI)[®] are eligible to earn **7 PDUs** for their participation in this course (7 Technical).

Participants holding any of the Project Management accreditations (CPPP/CPPM/CPPD) are eligible to earn **14 CPDs** for this short course.

Learning Outcomes

Successful completion of this course will provide participants with the following:

- An overview understanding of what Microsoft Project 2013 is and what it is not, incorporating a fundamental understanding of the 'relational database'.
- Effective and accurate scheduling in Microsoft Project 2013, using constraints and critical milestones.
- A fundamental understanding of resource scheduling and management, identifying over-allocated resources and performing basic levelling functions.
- Ability to establish and maintain tight control over projects - baselining the plan and performing tracking functions for reliable status reporting.
- Disciplines in realigning projects to reach critical milestones.
- An introduction to the variety of Project progress reporting capabilities in Microsoft Project 2013.
- Set up checklists to help speed you on your way.

Next Steps

Microsoft EPM (Enterprise Project Management) Project Server:

- Learn about and explore the many features and business benefits of Project Server.
- Microsoft Project Server Implementation. Learn how to implement, configure, and support Microsoft Project and Microsoft Project Server within your enterprise.

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Course Summary

- Introducing the software and relational database concepts
- Exploring views and navigation techniques
- Working with base calendars
- Using project information and properties
 - = Working with tasks – Creating the Work Breakdown Structure (WBS)
 - = Creating deliverables and summary tasks
 - = Entering sub-tasks
 - = Defining duration
 - = Creating milestones
 - = Creating an outline, from which to expand and collapse schedule detail levels
- Understanding and formatting the critical path
- Establishing task dependencies
- Extracting information from your projects
- Customising tables and filters
- Formatting your project
- Working with resources and assignments
 - = Managing resource over-allocations
- Project control
 - = Baselining your project
 - = Performing project tracking functions
 - = Reporting and printing

For participants who have used earlier versions of the Microsoft Project tool, the trainer will outline the changes. These differences are also highlighted and described within the materials provided.