

Program Title: **Microsoft Project 2013**  
Program ID: 1093301  
Program Cost: \$1,395  
Duration: 15 hours

## Course Description

This course teaches students how to create stand alone and master projects, import data from SharePoint and Microsoft Excel, update and track, create custom fields and report progress of project schedules using global best practices for schedule development in Microsoft Project 2013.

## Who should take this course?

This course teaches students how to create stand alone and master projects, import data from SharePoint and Microsoft Excel, update and track, create custom fields and report progress of project schedules using global best practices for schedule development in Microsoft Project 2013.

## Why WGA?

WGA has distinguished itself in the market as a training provider that brings real-world experience to the classroom. WGA develops its own proprietary training materials with dedicated curriculum developers and instructors who are also practicing consultants. All instructors of this material have at least 20 years of senior experience managing projects. They have the ability to not only teach but to coach each student as the classes progress. WGA uses quality assurance and quality control as tools of continuous improvement in the training offerings we provide.

## 2 Day Microsoft Project 2013 Course Curriculum

### Day 1

#### **Module 1: Project Management Concepts required for Scheduling best practices**

- Defining projects
- Proper scoping of projects - WBS
- Understanding project logic – Network Diagram
- Understanding the Critical Path
- Applying concepts related to utilizing human resources

#### **Module 2: Introduction to the Microsoft Project 2013 user interface**

- Starting and Exiting Microsoft Project
- Identifying Objects on the Screen
- Understanding the User Interface

- Customizing and Sharing the Quick Access Toolbar
- Opening, Closing, and Saving Files
- Working with Project Views
- Using the Organizer
- Fundamentals of a Project Schedule

**Module 3: Setting up a Project schedule using global best practices**

- Choices when Creating a New Project
- Importing from SharePoint
- Creating a Master Project
- Project Setup Procedure
- Selecting a Calendar
- Modifying Calendar Working Time Options
- Creating a New Calendar
- Managing Calendars with the Organizer
- Setting Calendar Options

**Module 4: Defining Project work (tasks)**

- Importing tasks from another application
- Creating a project using a template
- Relocating Summary and Subordinate Tasks
- Using the Import Wizard
- Entering Tasks
- Estimating an applying Task Duration
- Estimating an applying Task Effort
- Inserting and Deleting Tasks
- Moving and Copying Tasks
- Creating a Summary Task (Outlining)
- Splitting a Task
- Creating a Recurring Task

## Day 2

**Module 5: Applying project logic (dependencies)**

- Defining dependencies
- Entering Task Relationships
- Modifying Relationship Types & Lag Time
- Defining Constraints
- Assigning Constraints
- Automatic and Manually Scheduled Tasks
- Identifying and Working with the Critical Path(s)
- Check and adjust the plan

**Module 6: Planning and Assigning Resources**

- Resource Utilization Concepts and modeling reality
- Identification of generic and named human resources
- Assignment of generic and named human resources to tasks and calendars
- Understanding and Setting Max Units for Resources
- Identification of non-human project resources
- Assignment of non-human resources to tasks and calendars
- Using Budget and Cost Resources
- Applying resource rates for project costing
- Identifying resource over allocation
- Resolving resource over allocation using leveling and other techniques
- Replacing Resources using Team Planner

**Module 7: Baseline the Schedule**

- Setting and working with Baselines
- Saving multiple baselines
- Saving an Interim plan
- Comparing Baselines with the Multi-Baseline Gantt
- Correcting Errors in saved Baselines

**Module 8: Tracking and updating the project**

- Updating the project
- Updating Resource Rates over Time
- Tracking Multiple Critical Paths
- Procedure to Update a Schedule
- Understanding Update Calculations
- Using a Quick Update Method
- Updating a Complex Plan
- Using the Tracking Toolbar
- Rescheduling the Project
- Understanding Variances
- Reporting Variance
- Recovery Planning

**Module 9: Creating Views and Reports**

- Using Standard Views
- Creating custom Views
- Creating custom groups
- Creating Custom number fields
- Creating graphical indicators
- Using Standard Reports
- Creating Custom reports
- Visual Reports
- Print Options