

## Microsoft® Project 2013 Training

**Course#: PM-11**  
**Duration: 6 Days**  
**Price: 163.00**

### Course Description

MS Project 2013 is the most preferred Project Management tool that enables project managers to handle multiple, complex projects having multiple tasks in a hierarchy-based multilevel WBS (work breakdown structure). KnowledgeHuts course on MS Project 2013 will teach you how to use this tool to develop a plan, baseline, and forecast using reporting tools. You can elaborate on those forecasts during the execution phase and manage changes efficiently. You can also track and control project commitments, communicate and report the status of resource and deliverables, and ensure timely completion.

Note: You are requested to carry a laptop for this training.

### Objectives

What you will learn:

- Learn how to use MS Project 2013 to create project goals and schedules
- Efficiently work with estimates, tasks and resources
- Set up deadlines, dependencies, constraints, and task completion calendars
- Analyse project progress using comparisons to a baseline and create custom formats using Microsoft Project Views
- Track and share project status reports
- Efficiently analyse project cost, time and resources
- Manage multiple projects simultaneously from inception to completion

You will also get:

Blended learning (Classroom + e-learning)

100 days free online access

E-learning content covering all 5 modules of MS Project 2013

Overview of Microsoft Project 2007/10

45 PDUs (upon completion of 16 hours of Classroom Training + 29 hours of Online Training)

towards CCR for existing PMP Certified Professionals

A 200 page course manual for managing projects using MS Project 2013 with Exercises, Case Study Handouts

## **Audience**

This course is for you, if one or more of these apply:

You want to learn how to use the latest Microsoft Project 2013 client software effectively.

You are a Project management professional looking to improve your skill sets.

You want to learn new tricks, tips, best practices, and how to effectively leverage this tool.

Project Management Professionals such as:

Project managers and project engineers

Delivery managers

Program managers

Project controllers and project planners

Project coordinators and project management consultants

Information Systems (IS) and Technology managers

## **Prerequisites**

There are no prerequisites for attending this course. This workshop will be beneficial for anybody wanting to learn more about handling MS Project 2013.

## **Content**

Introduction

## Hands-on introduction to the basics of MS Project 2013

### Initialize a Project

- Customize Option Settings
- Create a New Project
- Create and Maintain Calendars
- Create Custom Fields

### Create a Task Based Schedule

- Set Up Project Information
- Create and Modify a Project Task Structure
- Create a User-Controlled Schedule
- Build a Logical Schedule Model
- Manage Multiple Projects

### Manage Resources and Assignments

- Enter and Edit Resource Information
- Create and Edit Resource Assignments
- Manage Resource Allocation
- Manage Resource Allocations by Using Team Planner
- Model Project Costs

### Track and Analyze a Project

Set and Maintain Baselines  
Update Actual Progress  
Compare Progress Against a Baseline  
Resolve Potential Schedule Problems  
Display Critical Path Information

Communicate Project Information

Apply and Customize Views  
Share Data with Other Applications  
Configure and Display Reports and Dashboards  
Connect and Share Data with SharePoint  
Extend Project 2013