



Microsoft® Project 2013: Level 1

Training Course Content

Course Objective: This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment. Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans.

Prerequisites: To ensure your success in this course, you should have basic project management knowledge and skills. The following course can help you in meeting this requirement: Project Management Fundamentals (Second Edition).

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Starting a Project

Topic 1A: Project Management 101
Topic 1B: Navigate and Customize the Project 2013 Interface
Topic 1C: Add Tasks to a Project
Topic 1D: Add Resources to a Project
Topic 1E: Save a Project

Lesson 5: Delivering a Project Plan

Topic 5A: Print Project Views
Topic 5B: Share Projects
Topic 5C: Export Projects

Lesson 2: Working with Project Calendars

Topic 2A: Manage Project Time Frames
Topic 2B: Change Working Time

Lesson 3: Working with Project Tasks

Topic 3A: Manage Project Tasks
Topic 3B: Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources

Topic 4A: Manage Project Resources
Topic 4B: Allocate and Level Work Resources

Microsoft® Project 2013: Level 2

Training Course Content

Course Objective: This course is designed to familiarize you with the advanced features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

Prerequisites: To ensure your success in this course, you should be able to create a new project plan, manage time in a project plan, manage tasks in a project plan, manage resources in a project plan, and share a project plan. This can be accomplished by taking Microsoft® Project 2013: Part 1.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Managing the Project Environment

Topic 1A: Link Projects
Topic 1B: Baseline a Project
Topic 1C: Work with Custom Fields

Lesson 2: Managing Task Structures

Topic 2A: Change a Task List
Topic 2B: Create a Network Diagram
Topic 2C: Manage the Critical Path
Topic 2D: Use Lag and Lead
Topic 2E: Analyze Earned Value

Lesson 3: Generating Project Views

Topic 3A: Use View Commands
Topic 3B: Use Existing Views
Topic 3C: Create Custom Views
Topic 3D: Format and Share the Timeline View

Lesson 4: Producing Project Reports

Topic 4A: Use Existing Reports
Topic 4B: Create Custom Reports
Topic 4C: Export Visual Reports

Microsoft® Project Level 3

Training Course Content

Course Objective: Students will learn to collaborate with other applications, take advantage of advanced scheduling features, utilize macros to repeat tasks and become more efficient in Project, as well as how Project reschedules uncompleted work.

Prerequisites: To ensure success in this course, you should be familiar with the material presented in Project: Level 1 and Project: Level 2.

Please note this class is currently taught using version 2010 due to the similarities between 2013 and 2010. Users of either version of Project should have no difficulties navigating in this class.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Working and Collaborating with other Applications

- Outlook (Office 365)
- SharePoint
- Visio

Lesson 2: Advanced Scheduling

- Scheduling Overtime Work to shorten durations
- Demo of 24 hour scheduling
- How to work across multiple time zones
- Using Task Calendars vs Project Calendar

Lesson 3: Earned Value Analysis

- Physical % Complete
- Fix Cost
- Fixed Cost Accrual
- Budgeted Cost of Work Performed

Lesson 4: Macros

- Using Macros
- Recording Macros

Lesson 5: Options for scheduling uncompleted work

- Reschedule uncompleted work to the current finish date
- Split in Progress Tasks Option
- Advanced Calculation Options for Project
 - Move End, or Move Start
 - Multiple Critical Paths
 - Edits to total task Options
- Work Contours
 - Types of Work Contours
 - Uses of Work Contours
 - Create Work Contours

Lesson 6: Concepts of Work

- % Work Complete
- % Complete
- Actual Work vs Actual Durations
- Fixed Work
 - Fixed Units
 - Fixed Durations

Lesson 7: Consolidating Projects

- Working with projects that have Resource Pool
- Updating Information in Resource Pool
- Quit Sharing information in Resource Pool
- Sharing of Calendars between projects and the Master Global template



Microsoft® Project Level 3 – Continued

Lesson 8: Setting multiple Baselines

- Comparing baselines
- Creating and using different baselines

Lesson 9: Custom Fields

- Using a Text field
- Using a Number field
- Using a Date field
- Using Formulas in custom fields
- Look up Table
- Graphical Indicators

Lesson 10: Excel Pivot Table and Pivot Chart Reporting

- Export Project to Pivot Tables and Pivot Charts
- S Curve Template

Lesson 11: Customizing the Project environment

- Creating new tabs in the Ribbon
- Creating New Groups and adding commands