

## Project 2013 Introduction

**Length:** 1 Day

**Summary:** This course covers the basics of Microsoft Project and gets delegates to the point where they can create and begin to track a Project.

**Who Should Attend:** Anyone who wants to learn to use MS project as the tool for them and their team.

### COURSE CONTENT

#### 1: PROJECT MANAGEMENT OVERVIEW AND INTRODUCTION TO THE PROJECT 2013 INTERFACE

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

#### 2: PLANNING THE PROJECT

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart

- Saving the New Project File
- Ending a Project Session

#### 3: TASK ENTRY AND TASK LINKING

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

#### 4: RESOURCES AND RESOURCE ENTRY

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Base lining your project