55121: Microsoft Project 2013

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course begins with project management basics and follows with a complete examination of project creation, management, troubleshooting and closure. Finally, discussing sharing project progress and the options available.

Target Audience

This course is intended for:

- Project Managers and IT Professionals that manage projects for the organization.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Understand the terminology.
- Understand project management basics.
- Understand and utilize the Microsoft Project 2013 Interface.
- Create and configure calendars.
- Configure scheduling.
- Utilize and navigate views.
- Create tasks.
- Modify tasks.
- Delete tasks.
- Create resources.
- Assign tasks to resources.
- Monitor resources and tasks.
- Delete resources.
- Track project progress.
- Create and configure reports.
- Accurately troubleshoot a project.
- Close a project.
- Share the project using OneDrive.
- Share the project using Project Server 2013 or Project Online.
- Share and sync the project using SharePoint 2013.

Course Topics

Module 1: Course Overview
- Introduction
- Course Materials
- Facilities
- Prerequisites
- What We'll Be Discussing

Module 2: Understanding Project Management
- Project Management Basics
- Terminology
- Microsoft Project 2013 Interface

Module 3: Planning the Project
- Configuring Calendars and Scheduling
- Utilizing Views

Module 4: Tackling Tasks
- Creating Tasks
- Modifying Tasks
- Deleting Tasks

Module 5: Managing Resources
- Creating Resources
- Assigning Tasks to Resources
- Monitoring Resources and Their Tasks
- Deleting Resources

Module 6: Project Tracking, Troubleshooting, and Closure
- Tracking Project Progress
- Reporting
- Troubleshooting
- Closing the Project

Module 7: Sharing Project Performance
- Sharing the Project Using OneDrive
- Sharing the Project Using Project Server 2013 or Project Online
- Sharing and Syncing the Project with SharePoint 2013

LABS INCLUDED

Microsoft Partner