55054: Mastering Microsoft® Project 2013

Duration: 3 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft® Specialist in Microsoft® Project 2013 —
Exam: 74-343 - Managing Projects with Microsoft® Project 2013

Course Description

This course is intended for participants who are interested in expanding their knowledge base and technical skills about Microsoft® Project. The course begins with the basic concepts and leads students through all the functions they'll need to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

Target Audience

This course is intended for:

- Novice and experienced project managers, managers, schedulers, and other project stakeholders who need to incorporate the discipline of project management with Microsoft® Project 2013

Prerequisites

To attend this course, candidates must have:

- Completed 55121 Microsoft® Project 2013

Exam Details

Exam Code:	• 74-343
Length of Exam:	• 2 Hours
Number of Questions:	• 40
Passing Score:	• 70%
Question Format:	• Multiple Choice

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Course Objectives

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

- Understand the discipline of project management as it applies to using Microsoft® Project 2013
- Create a Work Breakdown Structure
- Identify Task Types & Relationships
- Define Resources within Project
- Make Work Package Estimates
- Create an Initial Schedule
- Create a Resource Leveled Schedule
- Create Projects from templates, Excel files
- Create Global templates
- The steps to record a macro
- Format Output and Print Reports
- Integrate Multiple Projects
- Set up a Project with a Calendar, Start date, and scheduling method
- Understand Manually Schedule vs. Auto Schedule
- Manage multiple projects
- Be able to create a master project list with shared resources
- Create formulas and graphical indicators

Course Topics

Module 1: Introduction to Microsoft® Project

- Describe how Project relates to the discipline of Project Management
- Learn the new features in Project 2013
- Navigate the primary Views available using the Ribbon
- Display task, resource, or assignment information using Views
- Select and edit information in tables within Views
- Relate the features of Project to the 5 steps for building a plan in Project Management

Module 2: A Quick and Easy Overview of Managing with Project

- Create a new project and prepare it for data entry
- Enter project tasks
- Sequence the tasks
- Define resources
- Estimate Task duration and assign resources
- Baseline the project
- Track project progress

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Course Topics *Continued*

Module 3: Setting Up a Project
- Create a new project from an Excel file and a SharePoint Tasks list using multiple methods
- Establish one or more calendars to constrain resource availability
- Configure Project to calculate the schedule from the Start Date forward, or from the Finish Date backward

Module 4: Manually Schedule vs. Auto Schedule
- Switch tasks between Manually Schedule and Auto Schedule modes

Module 5: Creating a Work Breakdown Structure
- Build and use summary and subordinate tasks
- Understand and use milestones
- Develop WBS Outlines
- Assign completion criteria
- Evaluate the WBS
- Understand and use WBS templates

Module 6: Identifying Task Relationships
- Understand the different types of task relationships
- Understand and use various methods to create relationships
- Determine and display task sequence
- Understand and use lag, lead, and delay
- Understand the new feature of Task Paths

Module 7: Defining Resources within Project
- Define resource types
- Define individual resources that will be used on the project
- Record the cost(s) of using each type of resource
- Establish a resource calendar and define the maximum units of that resource

Module 8: Making Work Package Estimates
- Enter estimates for duration and costs for each task
- Distinguish between task types and describe when each is appropriate
- Describe the relationship between work, units, and duration
- Describe the way Effort Driven scheduling is affected by work, units, and duration
- Assign tasks to resources using the Team Planner view

Course Topics *Continued*

Module 9: Creating an Initial Schedule

- Calculate float and identify a project's critical path
- Understand and identify task constraints
- Create milestones
- Use the Task Inspector to troubleshoot the initial schedule

Module 10: Create a Resource Leveled Schedule

- Adjust a project schedule to account for limited people and other resources
- View the overall cost and schedule of a project
- Identify resources that have been over allocated for a project schedule
- Adjust tasks and assignments to remove over allocation for any resource

Module 11: Managing the Project

- Set a baseline
- Enter and track project performance data
- Apply different tracking methods
- Perform a variance analysis on a project

Module 12: Formatting Output and Printing Reports

- Print
- Views
- Formats
- Sorting
- Filtering
- Grouping
- Custom Fields
- Reporting
- Other File Formats

Module 13: Managing Multiple Projects

- Use common resources among multiple projects
- Link tasks between multiple projects
- Create a consolidated view of multiple projects

Module 14: Advanced Topics

- Customize the Ribbon and the Quick Access Toolbar
- Customize WBS numbering
- Concepts of Formulas and Graphical indicators
- Purpose of the Global template and Organizer
- Use Task Deadlines

Module 15: Summary

- Access the Office App Store
- Exam 73-343 Topics and Content of the Objective Domain
- Sample Microsoft® Project 2013 Exam Study Guide

LABS INCLUDED

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