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Microsoft Project 2013 – Level 2

Course Overview

You will manage and customize project plans during the implementation stage of a project.

Target Audience

This course is designed for a person who has an understanding of project management concepts, who has the basic skills to create and modify project plans using Microsoft Project 2013, and who needs to use Microsoft Project 2013 to manage and customize those plans through the implementation stage of a project.

Prerequisites

Students enrolling in this class should have the ability to create and update project plans using Microsoft Project 2013. You can obtain this level of skills and knowledge by taking the following course:

- Microsoft® Project 2013: Level 1

A general understanding of project management concepts is helpful, but is not required. To obtain this general understanding, you may choose to take the following course:

- Project Management Fundamentals: (second edition)

Knowledge of the Microsoft Office 2013 applications would also be helpful, but is not required.

Course Objectives

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

- Exchange project plan data with other applications
- Update a project plan
- Manage project costs
- Report project data visually
- Reuse project plan information

Duration

1 Day





Course Outline

Module 1: Using templates and importing data

- Working with templates
- Creating projects from other programs

Module 2: Managing a project

- Setting baselines
- Updating an active project
- Monitoring progress

Module 3: Analyzing and adjusting the plan

- Analyzing the plan
- Delays and conflicts
- Team planner view

Module 4: Working with reports

- Standard reports
- Visual reports

Module 5: Customizing Project

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

Module 6: Managing multiple projects

- Consolidating and sharing projects
- Sharing resources among projects

Module 7: Exchanging project information

- Collaboration
- Hyperlinks
- Exporting to Office applications

