

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

Microsoft Project 2013 (Level 2)

Course Overview

Delegates will manage and customise project plans during the implementation stage of a project.

Target Audience

This course is designed for delegates 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 customise those plans through the implementation stage of a project.

Prerequisites

Delegates enrolling in this class should have the ability to create and update project plans using Microsoft Project 2013. Delegates 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, delegates 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, delegates 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: Analysing and adjusting the plan

- Analysing 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.