

Microsoft Project 2013

A one-day course that teaches Microsoft Project from a Project Management viewpoint. You will learn how MS Project is structured and how to manipulate the many tables, views, charts, and forms to be in control of planning, tracking, and communicating your project. The course is designed for beginners, however the course will very quickly go beyond the basic features which casual users are familiar with.

Morning Session:

1. Project Management
2. Create a new Project
3. What is MS Project?
4. Creating the Work Breakdown Structures (WBS)
5. Entering Project Resources
6. Assigning Responsibilities
7. Entering Work
8. Adding Dependencies
9. Entering Project Costs

Afternoon Session:

10. Entering Durations
11. Viewing the Critical Path
12. Baselining
13. Project Tracking
14. Project Communication
15. Advanced Resource Issues
16. Corporate Concerns

