

55121-Microsoft Project 2013

Module 1: Course Overview

This module explains how the class will be structured and introduces course materials and additional administrative information.

Lessons

- Introduction
- Course Materials
- Facilities
- Prerequisites
- What We'll Be Discussing

Lab 1: Course Overview

- None

Module 2: Understanding Project Management

In this module we will explain project management terminology and fundamentals to help ensure understanding of project management basics. Next, we'll explore the Microsoft Project 2013 interface.

Lessons

- Project Management Basics
- Terminology
- Microsoft Project 2013 Interface

Lab 1: Understanding Project Management

- Walk-through the Microsoft Project 2013 Interface

Module 3: Planning the Project

Project planning is instrumental to project success and in this module we'll cover everything you need to know to set up your projects properly and configure them.

Lessons

- Configuring Calendars and Scheduling
- Utilizing Views

Lab 1: Planning the Project

- Configuring Calendars and Scheduling
- Utilizing Views

Module 4: Tackling Tasks

In this module we'll explore all task related activities, from creating the task, to modification and monitoring.

Lessons

- Creating Tasks
- Modifying Tasks
- Deleting Tasks

Lab 1: Tackling Tasks

- Creating Tasks
- Modifying Tasks
- Deleting Tasks

Module 5: Managing Resources

Resource management is key to ensuring a project is cost-effective. In this module we'll cover all aspects of resource management including a section on monitoring, so you can ensure the project stays on track.

Lessons

- Creating Resources
- Assigning Tasks to Resources
- Monitoring Resources and Their Tasks
- Deleting Resources

Lab 1: Managing Resources

- Creating Resources
- Assigning Tasks to Resources and Monitoring
- Deleting Resources

Module 6: Project Tracking, Troubleshooting, and Closure

What happens when things go awry? Don't panic, in this module we'll show you how to get the project back on track in no time at all. We'll also cover reporting options and explore project closure.

Lessons

- Tracking Project Progress
- Reporting
- Troubleshooting
- Closing the Project

Lab 1: Project Tracking, Troubleshooting, and Closure

- Tracking Project Progress
- Reporting
- Closing the Project

Module 7: Sharing Project Performance

In this module we will discuss the options available to share project performance, which helps keep everyone on the same page. There are no exercises in this module.

Lessons

- Sharing the Project Using OneDrive
- Sharing the Project Using Project Server 2013 or Project Online
- Sharing and Syncing the Project with SharePoint 2013

Lab 1: Sharing Project Performance

- None