Microsoft Project 2013 Courses

Accredited Project Management Training

Scheduling a project's tasks can become a nightmare unless one is properly trained in structuring the project using a Work Breakdown Structure and phases to ensure all the work packages are captured and decomposed into logically sequenced and resourced tasks.

It is recommended that the learner attend an introductory course such as Project Management Demystified prior to the MS Project course, but this is not essential. Delegates may attend both the introductory and the advanced courses in one 4-day session, or just the 2-day introductory or advanced course.

Introductory course: Part 1

Lesson 1: Starting a Project

Project Management 101

Navigate and Customize the Project 2013 Interface

Add Tasks to a Project

Add Resources to a Project

Save a Project

Lesson 2: Working with Project Calendars

Manage Project Time Frames

Change Working Time

Lesson 3: Working with Project Tasks

Manage Project Tasks

Add Summary Tasks and Milestones

Lesson 4: Working with Project Resources

Manage Project Resources

Allocate and Level Work Resources

Lesson 5: Delivering a Project Plan

Print Project Views

Share Projects

Export Projects

Lesson 6: Lesson Labs

Performance-Based Objectives

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

* Understand the project management framework.
* Create a work breakdown structure by organizing work components.
* Create a project plan and enter task information.
* Assign project resources.
* Setting task relationships and identify the critical path.
* Finalize the project plan.

Advanced course: Part 2

Lesson 1: Managing the Project Environment

Link Projects

Baseline a Project

Work With Custom Fields

Lesson 2: Managing Task Structures

Change a Task List

Create a Network Diagram

Manage the Critical Path

Use Lag and Lead

Analyze Earned Value

Lesson 3: Generating Project Views

Use View Commands

Use Existing Views

Create Custom Views

Format and Share the Timeline View

Lesson 4: Producing Project Reports

Use Existing Reports

Create Custom Reports

Export Visual Reports

Performance-Based Objectives

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

* Exchange project plan data with other applications.
* Update a project plan.
* Create custom reports.
* Re-use existing project plan information.
* Create a program of projects (master project plan).
* Report performance using Earned Value Management.

2016 Workshop Dates:

Introductory: 8—9 March 2016   **= R 7 320***
10—11 May 2016

Advanced: 10—11 March 2016   **= R 7 330***
12—13 May 2016

Tick course choice ☐ Part 1   or   ☐ Part 2

Venue: Gauteng Centurion Lake Hotel.

Other venues and dates: Courses throughout Southern Africa can be arranged on sufficient demand (minimum 10 delegates)

Fee per person at ProjectPro venue

(Includes 2-day workshop, lunches, teas, course manual and VAT).
Discount of 10% is offered for third and subsequent persons on the same workshop and on one invoice. The full fee is payable one week prior to commencement date. Cancellations/postponements must be made in writing, less than two weeks prior to commencement date cannot be made, however substitutions may be made at any stage.

NB. Prices and dates may change, so please enquire before registering, or making final travel and accommodation arrangements.
Delegates must provide their own computers for the course. They can download a free 60-day trial version of Microsoft Project 2013 from http://technet.microsoft.com/en-us/evalcenter/hh973401.aspx .

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Course Date   Registration fee paid before course starts

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