BREWSTER TECHNOLOGY
COMPUTER TRAINING & SERVICE
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What's in Microsoft Project:

Microsoft Project is intended for those with, at a minimum, a basic understanding of project management principles and who hold or are seeking positions involving the regular use of Microsoft Project to develop project plans, and to track and report progress. Microsoft Project provides all the tools to make sure your project turns out as planned. It prescribes an important role in project planning and establishes the major functions of the project manager during project execution. Building from the foundations of inspection and the use of statistics, this class goes beyond the tools to the strategies and philosophies that lead to success. This course covers how to plan for project quality, how to build a quality system to implement that plan, and how to provide the tactics to implement these strategies.

Target Audience:

Individuals looking to gain knowledge in Microsoft Project

Prerequisites:

Basic computer skills.

Duration:

16 Hours

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Topics Covered:

- Describe the stages of the project management process
- Understand the Microsoft Project user interface
- Understand the Microsoft Project Data Model as it relates to Views, Tables, Filters, and Groups
- Define a new project using a 6-step process
- Perform all required task planning and understand how to use task dependencies and task constraints properly
- Add resources to a project and assign resources to tasks
- View the Critical Path in a project
- Save a baseline for a project
- Enter task progress using three different methods of tracking progress
- Analyze project variance
- Create custom Views, Tables, Filters, and Groups

- Revise a project based on project variance
- Change a project based on change control methodologies and re-baseline the project using multiple methods
- Report on project progress by printing Views and Reports, and by using Visual Reports with Microsoft Office Excel and Visio
- Close a project
- Define a custom Outline Code field to contain hierarchical data
- Create and use Cost resources
- Perform Earned Value Analysis (EVA) on a project
- Import and export project data with another application
- Create a shared Resource Pool file for a master project
- Prepare to take the Microsoft 74-343 certification exam (Microsoft Project 2013, Managing Projects)