

€ TRAINING

MS Project 2013 Fast Track for Managing
Projects



MS Project 2013 Fast Track for Managing Projects

Introduction:

The MS Project 2013 Fast Track for Managing Projects program is an intensive training program designed to equip participants with advanced skills in project management using Microsoft Project 2013 software. This program focuses on enhancing project efficiency and success. Participants will gain proficiency in leveraging the features and tools of MS Project 2013 to effectively manage complex projects from inception to completion.

Program Objectives:

At the end of this program the participants will be able to:

- Understand the purpose of using MS Project 2013.
- Use MS Project 2013 to define your working environment.
- Use MS Project 2013 to create and plan for your project scope.
- Use MS Project 2013 to plan for and manage your project resources and schedule.
- Use MS Project to cost and budget your project.
- Use MS Project to track and measure your project performance.

Targeted Audience:

- Project managers starting their career paths.
- Project managers using other tools such as Primavera and looking to learn MS Project.
- Project managers looking to increase their skills of using MS Project.
- Managers.

Program Outlines:

Unit 1:

Essentials of Project Management: Lifecycle, Work Breakdown, and Time Management Tools:

- Introduction: what is a project management.
- Project Life Cycle & Project Phases.

- Work Breakdown Structures.
- Characteristics of Good Project Management.
- Time Management & Schedule Development.
- Gantt Chart.

Unit 2:

MS Project Essentials: Setup and Scheduling Basics:

- What is MS Project?
- Naming the project.
- Selecting the project scheduling method Forward/ Backward.
- Setting the project start/end dates.
- Setting the project calendar and working times.
- Choosing manual vs automatic scheduling.
- Creating the WBS.

Unit 3:

Task Management and Resource Allocation in Project Creation:

- Creating project tasks.
- Sequencing tasks.
- Defining and setting resources.
- Defining and working with the CP.

Unit 4:

Resource Optimization and Cost Management Strategies in Project Planning:

- Looking for and identifying over-allocated resources.
- Leveling Resources: manual vs automatic.
- Identifying and setting schedule constraints.

- Costing the project.
- Budgeting the project.

Unit 5:

Effective Project Performance Tracking and Reporting Techniques:

- Tracking Project Performance.
- Setting the Baseline for a project.
- Updating the project progress.
- Monitoring and controlling schedule.
- Performance measuring using the Earned Value Management.
- Overview of project reporting and Overview of different project views.
- Formatting your project.