

#### Audience

- Project Managers
- PMO, consultants
- Planners

## Track project progress with Microsoft Project Professional 2013

### 1 Initiate a project

- Create a template from a completed project, SharePoint task list, or Excel workbook
- Enter Project information
- Create and maintain calendars
- Create custom fields (Create basic formulas, graphical indicator criteria, lookup tables, ...)
- Customize option settings (Set default task types, manual versus auto-scheduling, project option...)

### 2 Create task-based schedule

- Create or edit the Work Breakdown Structure (WBS)
- Create logical dependencies:, links , lag, date constraints
- Add deadlines and alerts

### 3 Manage resource assignments and cost

- Enter and edit resource information
- Choose task type and set scheduling mode
- Manage resource allocation, level workload, use the Team Planner
- Manage costs features of MS Project

### 4 Track and analyze a project

- Set and maintain baselines
- Update actual progress
- Show resource-based task criticality
- Solve resource overallocations
- Get introduced to Earned Value Analysis

### 5 Communicate Project Information

- Master views, filters, groups and tables
- Share and customize 2013 reports

#### Prerequisite

- Knowledge of Windows 7 or 8 Interface

Ref.LM043EN

**3 days**

- Ask for our prices in your country

#### Learning outcomes

- Master Project deadlines
- Manage resources
- Manage costs
- Track project progress with expertise

#### Trainees benefits

- Estimate project cost and duration for decision makers
- Report to your customers
- Manage and coordinate your team members
- Stop wasting time in Microsoft Excel and benefit from critical path or Task Inspector