Project 2013 Beginner

Modality: On Demand

Duration: 2 Hours

About this course:

This course is designed for experienced as well as beginner project managers, schedulers, directors, and other stakeholders of the project who need to integrate the project management discipline with MS Project 2013. Microsoft Project is a very famous software of project management in the world. It is utilized worldwide to design difficult tasks and execute them easily. The Project can likewise be utilized to allocate resources, and track tasks while they're functioning. Supervisors will figure out how to plan, set up, sort out and track tasks. You'll adapt some valuable features that businesses use to enable their tasks to run as effectively as could be allowed.

The normal pay for an IT Project Manager is **$90,602** annually.

Course Objective:

- Learn how to work with deadlines, costs, and overcome scheduling issues
- Project Setup and tracing their paths
- Entering Tasks and Phases
- Setting Lag Time
- Notes and Estimated Durations
- Deal with Durations
- Linking Tasks
- Non-Standard Relations
- Assigning Resources
- Safeguards and restrictions
- Leveling and Re-leveling
- Using the Team Planner
- Set Start Day
- Getting Ready for Resources
- Advanced Milestones
- Allocate resources to a task
- Creating Resources
- Cheat Sheet and Recap
- Editing Resources Assignments

Audience:

This course is planned for:

New project managers

Everyone who wants to start a career with this course

Prerequisites:

No prerequisites for this course.

Suggested prerequisites courses:

Skills of Project Management for Non-Project Managers

Course Outline:

Basic Project Scheduling

- An IMPORTANT Setting
- Understanding Task Entry
- Entering Tasks and Phases
- Deal with Durations
- Notes and Estimated Durations
- Linking Tasks
- Setting Lag Time
- Non Standard Relations
- Recap

Start Dates, Resources, and Leveling

- Change Working Time
- Setting Start Date A
- Setting Start Date B
- Setting Deadline
- Milestones
- Advanced Milestones
- Getting Ready for Resources
- Creating Resources
- Assigning Resources
- Editing Resources Assignments
- Leveling Introduction
- Leveling and Re-leveling
- Using the Team Planner
- Set Start Day
- Cheat Sheet and Recap