Project 2013 Advanced

Modality: On Demand

Duration: 1 Hour

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.

Course Objective:

- Setting a Baseline
- Checking for Links
- Create Custom Fields
- Custom Checking for Leveling
- Tracking Actuals
- Linking to Documents
- Adding Table Columns
- Late Start and Late Finish
- Using the Organizer
- Rescheduling a Started Task
- Filters and Groups
- Creating a Resource Pool
- Changing the Look
- Project Timeline
- Creating Master Projects

Audience:

This course is planned for team leads, project managers, team members (resources), or other employees who are responsible for managing and documenting work in projects.

Prerequisite:

- Learners should have some information on Project 2013 with some experience.
- One of our Beginner course of Project 2013 at a preliminary level.

Course Outline:

Tracking and Viewing Progress, Filtering

- Setting A Baseline
- Adding Table Columns
- Tracking Actuals
- Late Start and Late Finish
- Linking to Documents
- Rescheduling A Started Task
- Filters and Groups
- Using The Organizer
- Changing The Look

Viewing Progress, Custom Fields, Data Exchange

- Create Custom Fields
- Checking for Links
- Custom Checking for Leveling
- Creating A Resource Pool
- Creating Master Projects
- Project Timeline
- Reports

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