

[AVWSQ-PRO13]: WSQ ICDL® Microsoft Project 2013

Length	: 2 Days
Audience(s)	: Experience in related industry for design of projects
Level	: Supervisors/Managers
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

Course Overview

A course preparing participants to perform project planning functions.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4.

At Course Completion

Participants will have the knowledge of the concepts of project planning and skills in using a project management application. The skills include creating and managing project tasks, monitoring project progress, and printing the outputs of project.

Pre-Requisites

- Familiar with Windows Operating system and Microsoft Office 2013
- Participants already with basic proficiency in project management

Course Outline

Section 1: Learning Project Basics

Lessons

- Project Definition
- Project Phases
- Characteristics of Projects
- Advantages of Microsoft Project
- Starting Microsoft Project 2013
- Creating a New Project
 - Creating a Blank Project
 - Using a Project Template
- File Management
 - Opening A Project
 - Saving Files
 - Microsoft Project File Formats
- Entering Project Information

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- Understanding Gantt Chart View
 - Working with views
 - Viewing tables
 - Show or hide columns
 - Changing your view scope
- Setting up project calendar
 - Calendar types

Section 2: Working with tasks

Lessons

- Entering tasks and durations
- Setting automatic or manual scheduling
- Editing tasks
 - Inserting tasks
 - Deleting tasks
 - Copying tasks
 - Moving tasks
 - Using undo and redo
- Elapsed duration
- Creating milestones
- Recurring tasks

Section 3: Organizing Tasks

Lessons

- Outlining tasks into phases
 - Splitting tasks into phases
- Work breakdown structure code
 - Viewing the Wbs code
- Documenting tasks
 - Notes
 - Hyperlinks

Section 4: Scheduling Tasks

Lessons

- Linking and unlinking tasks
 - About task link types
- Setting task lead and task lag
- Rescheduling tasks
- Splitting tasks
- Setting constraints and deadlines
 - Constraints versus deadlines
 - Constraint type

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Section 5: Working with other views

Lessons

- Working with network diagrams
 - Viewing a network diagram
 - Changing The Network Diagram Layout
 - Modifying Box Styles
- Calendar View
 - Viewing The Calendar
 - Viewing The Task List
 - Formatting The Calendar
 - Modifying Bar Styles
 - Formatting Gridlines

Section 6: Working with resources

Lessons

- Resource basics
 - Getting started
 - Types of resources
 - Creating a resource list
- Editing resources
 - Set resource groups
 - Changing resources working hours
 - Removing a resource
- Assigning resources to tasks
- Removing and replacing resource assignments
- Resolving resource conflicts
 - Determining when conflicts exist
 - Resolve resource conflicts
 - Using the team planner
 - Formatting team planner items
 - Resolving unassigned tasks
 - Allocating work

Section 7: Assigning Costs

Lessons

- Defining cost
- Entering costs for resources
 - Entering resources costs
 - Using cost rate tables
- Fixed costs vs. Cost resources
- Viewing costs

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Section 8: Working with baselines

Lessons

- Critical path
 - What is a critical task?
 - What is a critical path?
- Using baselines
 - Setting a project baseline
 - Viewing a baseline
- Setting an interim plan
 - Setting Interim Plan
 - Viewing an interim plan
 - Clearing a baseline or interim plan

Section 9: Tracking Progress

Lessons

- Updating The Project
 - Updating Task Completion
 - Updating The Project
 - Updating Work Complete
 - Changing Remaining Work
 - Rescheduling Incomplete Work by updating the Project
 - Rescheduling Incomplete Task
- Progress Lines
 - Displaying, interpreting and removing progress line
- Tracking progress
 - Using the tracking Gantt view
 - Tracking tasks with filters
 - Tracking tasks with grouping
 - Working with variances

Section 10: Viewing and printing data

Lessons

- Changing How You View Data
 - Sorting Data
 - Filtering Data
- Finishing Your Project
 - Printing The Project Plan
- Creating Reports
 - Creating A Built-In Reports
 - Creating A Dashboard
 - Creating A Custom Report

Practice Your Skills

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