Project Assistants’ Mission, which guides every aspect of our business, is to transform our clients’ approach to Project and Portfolio Management to achieve a standard of excellence in execution that consistently delivers expected project outcomes.

Project Assistants…Delivering better, faster and more cost-effective project based results.

This workshop is accompanied by Project Assistants’ industry-acclaimed training and reference guide: “Project Management Using Microsoft Project 2013”

Drive Improved Results through Effective Project Manager Training

A Workshop for Project Managers Using Microsoft Project 2013: Standard, Professional, Server, Web Application, and Project Online

Is your organization ready to overcome the obstacles to mastering Project Management integrated with Microsoft Project 2013?

› Project Managers who are not prepared to increase the rigor of their project management practices to enable the power of Microsoft Project?
› Confusion about how to specify demand in Microsoft Project to enable reliable enterprise resource capacity management
› Dashboards that do not represent accurate information about project schedule and budget performance against baseline
› Challenges with connecting desktop project data to the central enterprise data repository on a timely basis for efficient management reporting
› Inability to easily develop succinct project status reports
› A PMO that needs help and guidance defining and delivering the right solution

The “Project Management Using Microsoft Project 2013” Workshop offers:

› An integrated approach to presenting the why of project management theory with the how of using Microsoft Project as an enabling technology
› Instructors who are have a blended base of experience as proven teachers, seasoned Project Managers, and experts in the Microsoft Project technology platform. Experience delivering training to over 200 customers.
› Proven Training material that has been honed to a standard of excellence over 20+ years of delivering Project management & Microsoft Project training
› A unique approach that emphasizes understanding how to navigate a logical approach to project management using Microsoft Project which leads to a mastery of how the scheduling and reporting engines work
› Real-life, hands-on exercises for students to use Microsoft Project in a guided setting that provides reinforcement and confidence to use tools independently
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Class Introduction
1.1 Welcome.
1.2 High-Level Overview of Microsoft Project 2013

Understanding Project Management Concepts
2.1 What is Project Management?
2.2 The Importance of Methodology to Project Management
2.3 Project Phases and the Project Life Cycle
2.4 Project Stakeholders and Organizational Influences
2.5 Project Processes

Introduction to Microsoft Project 2013
3.1 How Microsoft Project Handles Data
3.2 The Ribbon in Microsoft Project
3.3 Navigating in Microsoft Project Views
3.4 Help Options in Microsoft Project
3.5 Finding the Right Information

Project Definition

Understanding Project Definition
4.1 Define Your Project and Understand the Definition Process
4.2 Initiate a Project
4.3 Plan the Scope of a Project
4.4 Scope Definition
4.5 Scope Verification.

Defining Your Project Using Microsoft Project
5.1 Creating a New Project
5.2 Providing Project Information
5.3 Setting File Properties
5.4 Setting Local Calendar Information
5.5 Project Definition Review Exercise

Project Task Planning

Developing a Work Breakdown Structure
6.1 Create a Project Work Plan
6.2 Determine Logical Relationships of Tasks in Your WBS
6.3 Resource Planning and Acquisition
6.4 Team Development
6.5 Cost Estimating and Budgeting
Building a Work Breakdown Structure with Microsoft Project
7.1 Building the Work Breakdown Structure
7.2 Modifying and Editing the WBS
7.3 Creating Task Dependencies
7.4 How Task Constraints Affect Scheduling
7.5 New Scheduling Features in Microsoft Project
7.6 Task Planning Review Exercise. 135

Managing Project Resources and Assignments
8.1 Defining Project Resource Types with Microsoft Project
8.2 Assigning Resources to Tasks
8.3 Task Types and Scheduling
8.4 Resource and Assignment Review Exercise

Using Microsoft Project to Optimize the Plan
9.1 Identifying the Critical Path
9.2 Adding Recurring Tasks and Using Task Calendars
9.3 Manage Resource Workloads and Resolve Resource Over-allocations
9.4 Setting the Project Baseline
9.5 Communicating the Project Plan (Introduction)
9.6 Optimizing the Plan Review Exercise

Project Execution

Monitoring and Controlling – The Project Manager’s Functions
10.1 Project Execution – Background
10.2 Tracking with Microsoft Project 2013
10.3 Entering Actual Progress Information

Organizing Information with Microsoft Project
11.1 Selecting the Right View
11.2 Variance Analysis
11.3 Using Tables, Filters
11.4 Grouping and Sorting
11.5 Creating Custom Views

Communicating Project Information
12.1 Plan Revision and Scope Management
12.2 Project Communication Principles

Communicating Information with Microsoft Project
13.1 Communication Options
13.2 Communicating Project Information
13.3 Exporting Project Information
Engagement Overview for Workshop:

**Project Management Using Microsoft Project 2013:**

*Standard, Professional, Server, Web Application, and Project Online*

❖ **Schedule**

- 2-day event (7 hours), typically 8:30 am – Noon & 1:00 pm – 4:30 pm

❖ **Cost**

- $950.00 per student (registration minimum of 10 attendees)
- Student registration fee includes:
  - 1 copy of Student materials per registrant
  - Covers all T&L costs for Project Assistants’ workshop leader
  - Microsoft Project 2013 files for hands-on student exercise
- Student registration cost assumes venue provided by client. Cost can be adjusted if Project Assistants provides venue.

❖ **Next Steps:**

- Project Assistants provides an engagement statement of work
- Schedule mutually agreeable dates and location for the workshop