



INFOCUS COURSEWARE

# Microsoft Project 2013

## Module 1



WATSONIA PUBLISHING

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### ❖ General Description

The skills and knowledge acquired in this course are sufficient for the learner to be able to use **Microsoft Project 2013 - Module 1** to create a new project, enter and work with tasks and resources, create a schedule, and print effective project information.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- start **Microsoft Project** and identify how it works
- explain some of the key concepts associated with project management
- create a new project file in **Microsoft Project**
- enter tasks into a project file
- create relationships between tasks in a project
- add resources, including labour, materials and equipment to a project
- understand and use resource assignment calculations
- assign resources to tasks using a number of different methods
- use various techniques for levelling over allocation of resources
- assign material resources in a project
- assign and track costs within a project
- apply constraints and deadlines to tasks in a project
- track the progress of a project
- print various aspects of a project

### ❖ Prerequisites

Microsoft Project 2013 - Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

160 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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## Contents

### Getting To Know Project 2013

- How Project 2013 Works
- Starting Project In Windows 8
- Understanding The Project Start Screen
- The Project 2013 Screen
- Project Operations
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage
- The Project Work Area
- Working With Views
- Working With Split Screens
- Understanding Sheet Views
- Working With Tables
- Gantt Chart View
- Working With Gantt Charts
- Understanding The QAT
- Working With The QAT
- Working With Project Files
- Exiting From Project 2013

### Project Management

- Tasks And Resources
- The Importance Of Planning
- Understanding the Gantt Chart
- Computers And Project Management

### Creating A New Project

- Steps In Creating A Project
- Understanding Your Project
- Creating A New Project File
- Calendar Options
- Changing Calendar Options
- Working With Calendars
- Modifying The Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

### Creating Tasks

- Understanding Tasks
- Understanding Scheduling Icons
- Our Case Study Tasks
- Reviewing The Project
- Entering Tasks
- Creating Summary Tasks

- Assignment – Creating Summary Tasks
- Working In A Sheet View
- Working With Summary Tasks
- Working With Task Views
- Examining Task Information
- Understanding Task Durations
- Entering Task Durations
- Checking Progress
- Entering Milestones
- Assigning a Calendar to a Task

### Scheduling

- Understanding Task Dependencies
- Creating Dependencies Automatically
- Creating Dependencies In Task Entry
- Creating Dependencies In Task Information
- Creating Dependencies In A Sheet View
- Fine Tuning A Schedule Using Dependencies
- Auto Scheduling Tasks
- Critical Path And Project Slack
- Viewing The Critical Path
- Examining Task Slack
- Understanding Lag Time
- Entering Lag Time
- Understanding Lead Time
- Entering Lead Time
- Inactivating a Task

### Resourcing A Project

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars To Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing The Unit Display

### Resourcing Concepts

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working With Fixed Unit Tasks
- Working With Fixed Duration Tasks

- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working With Non Effort Driven Tasks
- Working With Effort Driven Tasks
- Resource Assignment Summary

### Assigning Resources

- Simple Resource Assignments
- Assigning Part Time Resources
- Understanding Work Contouring
- Specifying Resource Usage
- Contouring Work Hours
- Assigning Specific Work Times
- Work Times For Multiple Assignments
- Problem Assignments
- Assigning Resources In Task Information
- Assigning Resources In A Sheet
- Assigning Resources You Do Not Have
- The Case Study Resources

### Resource Levelling

- Understanding Resource Levelling
- Creating Resource Chaos
- Tracking Down Over Allocations
- Checking Resource Usage
- Creating An Over Allocation Report
- Fix 1 - Changing Work Effort
- Understanding Overtime
- Fix 2 - Assigning Overtime
- Fix 3 - Hiring Contract Labour
- Fix 4 - Switching Work Assignments
- Fix 5 - Rescheduling Tasks

### Assigning Materials

- Assigning Fixed Material Consumption
- Contouring Materials Usage
- Adding More Material Assignments
- Assigning Variable Usage Material
- Adding To A Material Assignment



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Checking Work For Materials

### Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

### Constraints And Deadlines

- Understanding Constraints And Deadlines
- Reviewing Our Project
- Adding A Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating A Deadline

### Project Tracking

- Creating A Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals On A Gantt Chart
- Using The Tracking Box
- Viewing Task Slippage

### Printing And Reporting

- Printing A Gantt Chart
- Printing Sheet Views
- Printing Tasks For Resources
- Printing Resources For Tasks



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