

## Creating Excel Reports for Microsoft Project Online & Server

Course Number: MP105

Fee: Contact Integent

Duration: 1 day

Get the essential skills needed to effectively use the powerful functionality of the Microsoft Project scheduling engine every day. You'll learn how to build and manage project schedules in an interactive environment, quickly mastering the best practices that will optimize your use of Microsoft Project 2013. Coursework will begin with an overview of project management and the Project interface, then we'll dive into the steps required to build and execute a successful project schedule: project definition, task, resource and assignment planning, schedule planning, and more.

This course is specifically designed to instruct you on the use of the technology, as well as best-practice schedule development. The course is also a great way to jump-start your skills when they have ceased to progress. After this course, you'll understand the processes of project scheduling and control, and be able to implement those processes in Project Professional. The course includes both lecture and hands-on exercises.

### Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

### Audience

program managers, project managers, project planners, project schedulers and any individuals or teams that need to create, maintain, and track project schedules in Microsoft Project

### Topics

#### **Part 1: Microsoft Project, Project Management and You**

##### **Meet the Project Application**

- Meet the Project Application
- Meet the Project family
- New features in Project 2013
- What was new in Project 2010
- What was new in Project 2007
- You as a project manager
- Let's get started!

##### **A guided tour of Project**

- The Project interface: Finding your way around
- The Backstage view: Managing files and setting options
- The ribbon and tabs: Finding the features you want
- Reports: Seeing project status in new ways
- Key Points

#### **Part 2: Simple scheduling basics**

##### **Start a new plan**

- Starting a new plan, and setting its start date
- Setting nonworking days in the project calendar
- Entering the plan's title and other properties
- Key Points

##### **Build a task list**

- Entering task names
- Enter task durations
- Enter a milestone task
- Create summary tasks to outline the plan
- Create task dependencies with links
- Switching task scheduling from manual to automatic
- Check a plan's duration and finish date
- Document task information with notes and hyperlinks
- Key points

##### **Set up resources**

- Enter work resource names
- Enter resources maximum capacity
- Enter resource pay rates

- Adjust working time in a resource calendar
- Set up cost resources
- Document resources by using notes
- Key points

##### **Assigning resources to tasks**

- Assigning work resources to tasks
- Controlling work when adding or removing resources assignments
- Assign cost resources to tasks
- Check the plan duration, cost and work
- Key points

##### **Formatting and sharing your plan**

- Customize a Gantt Chart view
- Customize a Timeline view
- Customize reports
- Copy views and reports
- Print views and reports
- Key points

##### **Track progress**

- Save a baseline of your plan
- Track a plan as scheduled through a specific date
- Enter a task's completion percentage
- Enter actual values for tasks
- Key points