WHY INTEGENT
Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.

Benefits of INTEGENT Training: Powerful and Practical

Benefits

Powerful (and practical) benefits of Integent training

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.

Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.

Real-World Knowledge

Integent's instructors are also consultants with many years of experience in the field of project management. Throughout the years they have helped customers from many different verticals overcome the challenges of managing projects successfully. Our instructors bring this real-world experience to every classroom, benefiting students tremendously.

Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.

True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.

Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

Microsoft Project 2013 for Project Managers (1 of 2)

Course Number: MP104
Fee: Contact Integent
Duration: 2 days

This course provides practical, hands-on experience in the creation, management, tracking and reporting of project schedules using Microsoft Project 2013. We cover many aspects of the tool from project creation, to using baselines, to project launch and tracking.

After this course, students will have a solid understanding of the processes of project scheduling and control, and be able to implement those processes in Microsoft Project. 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

Part 3: Advanced Scheduling Techniques
Advanced Task Scheduling
- See task relationships with Task Path
- Adjusting task link relationships
- Setting task constraints
- Interrupting work on a task
- Adjusting working time for individual tasks
- Control task scheduling with task types
- Key points

Fine-tuning task details
- Entering deadline dates
- Entering fixed costs
- Setting up a recurring task
- Viewing the project's critical path
- Scheduling summary tasks manually
- Key points

Microsoft Project 2013 for Project Managers (2 of 2)

Course Number: MP104
Fee: Contact Integent
Duration: 2 days

Topics

Fine-tuning resource and assignment details
- Setting up resource availability to apply at different times
- Entering multiple pay rates for a resources
- Setting up resource pay rates to apply at different times
- Settings up material resources
- Delaying the start of assignments
- Applying contours to assignments
- Applying different pay rates to assignments
- Assignments material resources to tasks
- Viewing resource capacity
- Adjusting assignments in the Team Planner view
- Key points

Fine-tuning the Project Plan
- Examining resource allocations over time
- Resolving resource overallocations manually
- Leveling overallocated resources
- Checking the plan's cost and finish date
- Inactivating tasks
- Key points

Organizing project details
- Sorting Project details
- Grouping Project details
- Filtering Project details
- Creating new tables
- Creating new views
- Key points

Tracking progress on tasks and assignments
- Updating a baseline
- Tracking actual and remaining values for tasks and assignments
- Tracking timephased actual work for tasks and assignments
- Rescheduling incomplete work
- Key points

Viewing and reporting projects status
- Identifying tasks that have slipped
- Examining task costs
- Examining resource costs
- Reporting project cost variance with a stop-light view
- Key points

Getting your project back on track
- Troubleshooting time and schedule problems
- Troubleshooting cost and resource problems
- Troubleshooting scope-of-work problems
- Key points