# Microsoft Project 2013

## Course Description:

This course is designed to empower project managers with modern and sophisticated tools to facilitate the management of small, medium, and even big projects in terms of time, resources, and budget. This is the newest course project management, which gives participants the skills required to deal with the latest programs in this area and gain practical experience with direct applicability to the ground.

## Who should attend?

Project managers, engineers, administrators and students.

Participants should have basic computer skills.

## Number of Hours : 24 hours

## Course Objectives:

1. Introduce MS Project program and its multiple features.
2. Gain an optimal use of the program to obtain the best results.
3. Add practical experience by dealing with real projects.
4. Increase the knowledge in the basics of project management.
5. Access to reports and detailed drawings of a project.

## وصف الدورة:

هي دورة صممت لتطوير طريقة إدارة المشاريع الصغيرة والمتوسطة وحتى الكبيرة منها بحيث تضم مدراء المشاريع الذين يحتاجون إلى أدوات حديثة ومتطورة لتسهيل إدارة المشاريع من حيث إدارة الوقت والميزانية المقررة للمشروع.

## الفئات المستهدفة:

لمدراء المشاريع وللمهندسين وللإداريين ولطلاب الكليات الإدارية والهندسية الجامعية.
الراغبين بالالتحاق في هذه الدورة يجب أن يتوفر لديهم مهارات استخدام جهاز الحاسوب.

## عدد الساعات : 24 ساعة

## أهداف الدورة:

1. التعرف على برنامج MS Project 2013 وخصائصه المتعددة.
2. الاستخدام الأمثل للبرنامج للحصول على أفضل النتائج.
3. إضافة خبرة عملية من خلال التعامل مع مشاريع واقعية (عملية).
4. زيادة المعرفة في أساسيات إدارة المشاريع.
5. الحصول على تقارير ورسومات مفصله عن المشروع القائم.

# Course Outline:

**Introduction**
- Review basic management concepts
- Getting started with Microsoft office project 2013
- Understanding the nature of projects
- Discovering project 2013
- Understanding project 2013 file types
- Navigating the project 2013 interface
- Getting help and guidance
- Configuring options

**Creating and defining projects and Creating and saving projects**

- Defining properties and options
- Creating and organizing the task list
- Importing data
- Modifying and applying calendars
- Setting Scheduling options

**Working with estimates and dependencies and entering task estimates using a PERT analysis to estimates task duration**

- Linking and unlinking tasks by using the Gantt Chart view
- Linking and unlinking tasks by using the network diagram view
- Adding lag or lead time to a inked task

**Working with deadlines, constraints, and task calendars introducing deadlines, constraints and task calendars**
- Create and modifying deadlines
- Creating and modifying constratints
- Creating and modifying task calendars
- Identifying critical tasks
- Working with task driver

**Working with resources**
- Introducing resources, assignments, and budgeting
- Adding resources to the resource sheet
- Creating and modifying resource assignments
- Entering project budgets

**Predicting behavior by using task types and the scheduling formula using task types and scheduling formula**
- Changing variables and predicting behavior
- Applying task types to produce predictable behavior
- Special situations with effort driven scheduling

**Customizing and formatting**
- Formatting screen elements
- Creating and modifying templates
- Creating and modifying fields, tables and formulas

- Creating and modifying filters and groups
- Creating and modifying custom views

**Analyzing resources utilization**
- Introducing resources utilization concepts
- Viewing resources assignments, allocation and utilization
- Managing resources availability
- Optimizing and leaving progress working assignments

**Tracking progress working with baselines**
- Entering duration updates
- Entering work updates
- Entering cost updates
- Discovering variances
- Troubleshooting and getting back on track

**Creating reports selecting, editing, and creating basic reports**
- Configuring print and page setup options
- Setting options to correct printing issues
- Exporting reporting data
- Creating and modifying visual reports

**Managing multiple projects**
- Introducing management of multiple projects
- Creating master projects
- Creating links between projects
- Calculating single or multiple critical paths
- Saving and opening multiple projects
- Sharing resources and analyzing resource utilization across multiple projects