

# PLANNING, MANAGING AND VISUALIZING PROJECTS WITH MICROSOFT 2013

## OVERVIEW

This course is intended for anyone who needs to acquire quick working knowledge of Microsoft Project 2013. The course is carefully designed to provide the best mix of experience, theory and practice in an adult learning environment. Formal presentations will be brief and used mainly to introduce key concepts and significant elements of software project management. Emphasis is on practical applications through “hands on” action learning. This will require a high level of participation and team involvement. Maximum opportunities will be given to participants to inject their own examples and issues into the course and continually relate the material to their own contexts.

## TARGET MARKET

Anyone who are directly or indirectly involved in budgeting, estimating, planning, execution and control of projects.

## COURSE OUTLINE

Module 1: Project Management Basics  
Module 2: Managing Tasks  
Module 3: Managing Time  
Module 4: Managing Resources  
Module 5: Tracking and Supervising  
Module 6: Views and Reports & Performance Interpretation  
Module 7: Case Study

## OBJECTIVES

At the end of the course, participants will be able to:

- Provide participants quick working knowledge of MS Project 2013 up to Intermediate Level.
- Sufficient knowledge to start a project: schedule and administer timelines, cost, and track project progress using graphs and tabulated data.
- Reading project performance “warning signals” (including Earned Value Analysis tracking) during project execution

**SBL CLAIMABLE**



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