

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

Printing And Reporting

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