

Course Outline

Project Advanced 2013

Duration: 1 day (6 hours)

Learning Objectives:

This ILT Series course builds on the concepts and skills taught in Project 2013: Basic. Students will learn how to work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, share resources, consolidate projects, and customize Project. Students will also learn how to communicate project information by using Project Server 2013, and how to integrate Project data with other Office applications.

Topics Covered:

- Unit 1: Using templates and importing data
 - Topic A: Working with templates
 - Topic B: Creating projects from other programs
- Unit 2: Managing a project
 - Topic A: Setting baselines
 - Topic B: Updating an active project
 - Topic C: Monitoring progress
- Unit 3: Analyzing and adjusting the plan
 - Topic A: Analyzing the plan
 - Topic B: Delays and conflicts
 - Topic C: Team Planner view
- Unit 4: Working with reports
 - Topic A: Standard reports
 - Topic B: Visual reports
- Unit 5: Customizing Project
 - Topic A: Custom views
 - Topic B: Macros
 - Topic C: Gantt chart formatting
 - Topic D: Custom fields
- Unit 6: Managing multiple projects
 - Topic A: Consolidating and sharing projects
 - Topic B: Sharing resources among projects
- Unit 7: Exchanging project information
 - Topic A: Collaboration

- Topic B: Hyperlinks
- Topic C: Exporting to Office applications

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