

Project Management Learning Series Course

MOAC – MSP2013

MICROSOFT PROJECT 2013

Microsoft Official Academic Course

Course Brochure



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What is Microsoft Official Academic Course (MOAC)?

MOAC represents the collaboration between Microsoft Learning and John Wiley & Sons, Inc. MOAC provides compelling and innovative teaching solutions that deliver superior learning experiences for students. Infused and informed by in-depth knowledge and crafted with pedagogical quality, the training contents maximize skills transfer in minimum time. Students are challenged to reach their potential by using their new technical skills as highly productive members of the workforce.

Because this knowledge-base comes directly from Microsoft, creator of Microsoft Project 2013, you are sure to receive the topical coverage that is most relevant to students' personal and professional success.

Course Features

Lesson Skill Matrix: Each lesson begins with a lesson skill matrix. This feature outlines all the topics covered in the lesson.

Business Cases: Each lesson features a real-world business case scenario that places the software skills and knowledge to be acquired in a real-world setting.

Software Orientation: Every lesson includes a software orientation. This feature provides an overview of the software features students will be working with in the lesson. The orientation will detail the general properties of the software or specific features, such as a ribbon or dialog box, and it includes a large, labeled screen image.

Step-by-Step Instructions: Concise and frequent step-by-step instructions teach students new features and provide an opportunity for hands-on practice. Numbered steps give detailed instructions to help students learn software skills. The steps also show results and screen images to match what students should see on their computer screens.

Illustrations: Screen images provide visual feedback as students work through the exercises. The images reinforce key concepts, provide visual clues about the steps, and allow students to check their progress.

Knowledge Assessment: At the end of each lesson, provides a total of 20 questions from a mix of True/False, Fill-in-the-Blank, Matching, or Multiple Choice, testing students on concepts learned in the lesson.

Competency, Proficiency, and Mastery Assessment: Provide three progressively more challenging lesson-ending activities.

Circling Back: These integrated projects provide students with an opportunity to renew and practice skills learned in each UNIT.

Online Files: This contains the data files needed for each lesson.

Course Materials

- Student Workbook
- Student Assessment Book
- Student Project Files

Course Duration

4 Weekend days (Sat+Sun)

Must-have Course Requisites

Personal Laptop with MS Project 2013 Professional (not Standard) and MS Office 2013 installed.

Content Summary

UNIT 1

Lessons:	5
Knowledge	100
Assessments:	Questions
Competency, Proficiency & Mastery	30 Projects
Assessments:	
End of Unit Exercises:	3 Projects

UNIT 2

Lessons:	5
Knowledge	100
Assessments:	Questions
Competency, Proficiency & Mastery	30 Projects
Assessments:	
End of Unit Exercises:	3 Projects

UNIT 3

Lessons:	7
Knowledge	140
Assessments:	Questions
Competency, Proficiency & Mastery	42 Projects
Assessments:	
End of Unit Exercises:	3 Projects

Detailed Course Contents

UNIT 1

Lesson 1: Project Basics

Navigating in Microsoft Project 2013

- Start Microsoft Project
- Open a template
- The ribbon and its dynamic view
- The Backstage area
- How Microsoft Project handles project data
- Default views

Creating a Project Schedule

- Open a new blank project schedule
- Specify a start date
- Save the project schedule

Defining Project Calendars

- Define the project calendar

Entering Tasks and Task Details

- Entering Tasks
- Entering Task Durations
- Switching from Manual to Automatic Scheduling
- Creating a Milestone

Organizing Tasks into Phases

- Create summary tasks

Linking Task

- Link two tasks
- Link several tasks at once
- Link the milestone tasks

Documenting Tasks

- Enter a task note

Reviewing the Project Schedule's Duration

- Check the project's duration

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 2: Establishing Resources

Establishing People Resources

- Establish individual people resources
- Establish a resource that represents multiple people

Establishing Equipment Resources

- Establish equipment resources

Establishing Material Resources

- Establish material resources

Establishing Cost Resources

- Establish cost resources
- Establishing Resource Pay Rates**
- Enter resource cost information
- Adjusting Resource Working Times**
- Establish nonworking times for an individual work resource
 - Establish a specific work schedule for a resource

Adding Resource Notes

- Attach a note to a resource

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 3: Resource and Task Assignments

Assigning Work Resources to Tasks

- Make individual resource assignments
- Assign multiple resources simultaneously

Adding More Work Resource Assignments to Tasks

- Add work resources to a task
- Add work resources to an effort-driven task
- Use the Actions tag to change Project's scheduling behavior

Assigning Material Resources to Tasks

- Assign a material resource to a task

Assigning Cost Resources to Tasks

- Assign a cost resource to a task

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 4: Refining your Project Schedule

Applying a Task Calendar to an Individual Task

- Apply a task calendar to an individual task

Changing Task Types

- Change values of the work formula
- Change a task type using the Task Information dialog box

Splitting a Task

- Split a task

Establishing Recurring Tasks

- Set up a recurring task
- Assign resources to a recurring task

Applying Task Constraints

- Apply a Start No Earlier Than constraint to a task

Reviewing the Project's Critical Path

- Review the project's critical path

Viewing Resource Allocations Over Time

- Explore resource allocations

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 5: Fine-Tuning Tasks

Managing Task Constraints and Relationships

- Explore the effects of constraints and relationships on task scheduling

Setting Deadline Dates

- Set a deadline date for a task

Establishing Task Priorities

- Establish task priorities

Establishing Manually Schedule Tasks

- Establish a Manually Scheduled Task

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

UNIT 2

Lesson 6: Fine-Tuning Resource

Entering Material Resource

Consumption Rates

- Enter a variable consumption rate for a material resource

Entering Costs Per Use for Resources

- Enter a cost per use for a resource

Assigning Multiple Pay Rates for a Resource

- Assign multiple pay rates for a resource

Applying Different Cost Rates to Assignments

- Apply a different cost rate to an assignment

Specifying Resource Availability at different Times

- Specify a resource's availability over time

Resolving Resource Over allocations Manually

- Manually resolve a resource over-allocation

Leveling Over allocated Resources

- Use resource leveling to resolve an over-allocation

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 7: Project Information: Sorting, Grouping, and Filtering

Sorting Data

- Sort data in a resource view

Grouping Data

- Group data in a resource view

Filtering Data

- Create and apply a filter in a view

Creating a Custom Filter

- Create a custom filter

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 8: Project Schedule Formatting Fundamentals

Gantt Chart Formatting

- Modify the Gantt Chart using the Bar Styles dialog box
- Modify the Gantt Chart using Gantt Chart Styles

Modifying Text Appearance in a View

- Modify the appearance of text in a view
- Modify the appearance of a single piece of text

Creating Custom Fields

- Create a custom text field

Creating and Editing Tables

- Create a custom table

Creating Custom Views

- Create a custom view

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 9: Project Schedule Tracking Fundamentals

Establishing a Project Baseline

- Establish a project baseline

Tracking a Project as Scheduled

- Track a project as scheduled

Entering the Completion Percentage for a Task

- Enter the completion percentage for a task

Identifying Over Budget Tasks and Resources

- Identify over budget tasks and resources

Identifying Time and Schedule Problems

- Reschedule uncompleted work

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 10: Project Reporting

Activate and Print a Dashboard Report

- Select and Print a Dashboard Report

Customizing and Printing Reports

- Create, Customize and Print a Report

Reporting Project Status

- Report Project Variance with a "Spotlight" View

Using Visual Reports

- Create a Visual Report

Printing the Gantt Chart

- Customize and Print the Gantt Chart

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

UNIT 3

Lesson 11: Advanced Project Schedule Tracking

Recording Actual Start, Finish, and Duration Values of Tasks

- Enter actual start date and duration for a task

Adjusting Remaining Work of Tasks

- Adjust actual and remaining work for a task

Evaluating Performance with Earned Value Analysis

- Set project status data and display the Earned Value table

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 12: Integrating Microsoft Project with Other Programs

Using a GIF image to Display Project Information

- Using a GIF image to display project information
- Adjust actual and remaining work for a task

Using the Timeline View to Display Project Information

- Using the timeline view to display project information

Saving Project Information in Other File Formats

- Saving project information in other file formats

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 13: Project Schedule Optimization

Making Time and Date Adjustments

- Adjust fiscal year settings within Microsoft Project

Viewing the Project's Critical Path

- View the project's critical path

Delaying the Start of Assignments

- Delay the start of a resource assignment

Applying Contours to Assignments

- Apply a contour to a resource assignment
- Edit a task assignment manually

Optimizing the Project Schedule

- Identify the project finish date and total cost
- Compress the project schedule to pull in the project finish date

Knowledge Assessment
Competency Assessment
Proficiency Assessment

Mastery Assessment

Lesson 14: Advanced Project Schedule Formatting

Customizing the Calendar View

- Format bar styles for tasks in the Calendar view

Using Task IDs and WBS Codes

- Work with Unique ID and WBS codes

Formatting the Network Diagram

- Format items in the Network Diagram view

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 15: Managing Multiple Projects

Managing Consolidated Projects

- Create a consolidated project schedule

Creating Task Relationships Between Projects

- Link task from two different project schedules

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 16: Working with Resource Pool

Developing a Resource Pool

- Develop a resource pool

Viewing Assignment Details in a Resource Pool

- View assignment details in the resource pool

Revising Assignments in a Sharer File

- Revise assignments in a sharer file

Updating Resource Information in a Resource Pool

- Update working time for a resource in a resource pool

Updating Working Time for All Projects in a Resource Pool

- Update working time for all sharer files via the resource pool

Adding New Project Schedules to a Resource Pool

- Add new files to the resource pool

Revising a Sharer File and Updating a Resource Pool

- Revise a sharer file and manually update the resource pool

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

Lesson 17: Customizing Microsoft Project

Defining General Preferences

- Specify the default path for use in the Open and Save As dialog boxes

Working with Templates

- Create a new template based on a current project schedule

Working with the Organizer

- Copy a custom view from one project schedule to another using the organizer

Knowledge Assessment
Competency Assessment
Proficiency Assessment
Mastery Assessment

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Who we are

EDDS Consulting was founded in 2012. Facilitating a growing list of clients in Pakistan as well as in the USA, UK, Belgium, UAE, Australia and Egypt. We help in creating opportunities for individuals as well as organizations to mark their way in the continuous pursuit of excellence. Our core value of service is excellence in Management Consulting & Training.

EDDS Consulting offers services in three major areas: Management Consulting, General Management Training and Professional Certifications.

Main disciplines in which we provide training and certifications are:

Project Management | Sales and Marketing |
Scrum & Agile | Quality Management |
Negotiations Management | Lean Management |
Time Management

We provide consulting services in:

Lean Transformation | Business Intelligence Solutions

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