

Microsoft Project 2016/2013 – Basic Course

Course code: MSPR01a

This course is designed for all, who want to work with Microsoft Project. Students will meet the project planning and supervision theory. They will learn to prepare the project plan, insert tasks, solve the source overloading, edit and debug the plan. This course is suitable for users of every version of Microsoft Office products. Project is a well-matured application and control of its interface has not changed significantly since the 2013 version. There will be 3 latest Project versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

Who is the course for

This course is assigned for all, who want to familiarize with Microsoft Project and prepare and control different kinds of projects. The training is suitable for all self-taught who already work with MS Project, but only use the basic functions and want to expand their skills for resource planning and monitoring their load in the project.

What we teach you

You will learn the basic planning theory, to initialize the project file, prepare the structure of project, insert new tasks, enter their time constraints and interdependencies, identify and assign the necessary resources to understand the logic of calculation work and its influence on subsequent changes to the plan. Locate and solve resource overallocation, check costs, save baseline, update and trace project progress, assess variances. Furthermore, the participants try different outputs from the project and will learn how to create and modify new views, tables, fields. Participants will check new knowledges using various case studies.

Required skills

Basic knowledge of Windows

Course outline

Introduction

- Basic notions
- Microsoft Project Environment

Establishing project

- Project initialization
- Working time configuration - calendars

Work with tasks

- Automatic/manual tasks
- Task definition
- Project Outline
- Tasks bindings
- Task constraints and deadlines
- Timeline
- Critical path of project

Work with resources

- Resource types (material, employees, cost)
- Resource definition
- Resource time constraints
- Resource allocation
- Resource load monitoring

GOPAS Praha

Kodáňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft Project 2016/2013 – Basic Course

- Resource overloading solving
- Team planner

Costs

- Costs types
- Task costs, source costs, project costs
- Time-ordered data

Project startup and management

- Baseline settings
- Solving plan changes
- Project monitoring
- Reports, analysis, charts

Multiple projects cooperation

- Source sharing
- Projects bindings

Environment modification

- Tables, Views, filters, groups definitions
- Work with templates
- Own field creating
- Own calculations
- Report modifications

Export and import

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved