

# Sela.



Proj13

## Project Management with MS-Project 2013



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# Project Management with MS-Project 2013

Proj13 - Version: 1

## 3 days course

### Description:

Over the years Microsoft Project became a popular standard in the domain of project management. MS-Project provides an influential upgrade to organizations projects processes such as: planning, monitoring, scheduling and resource and budget considerations. the 2013 version of MS-Project includes many changes and new features. this course focuses on best practices and is backed by knowledge and experience accumulated over the years in hundreds of projects.

### Intended Audience:

Project Managers, Industrial and Management Engineers, Development Managers, Planning and Monitoring personel.

### Prerequisites:

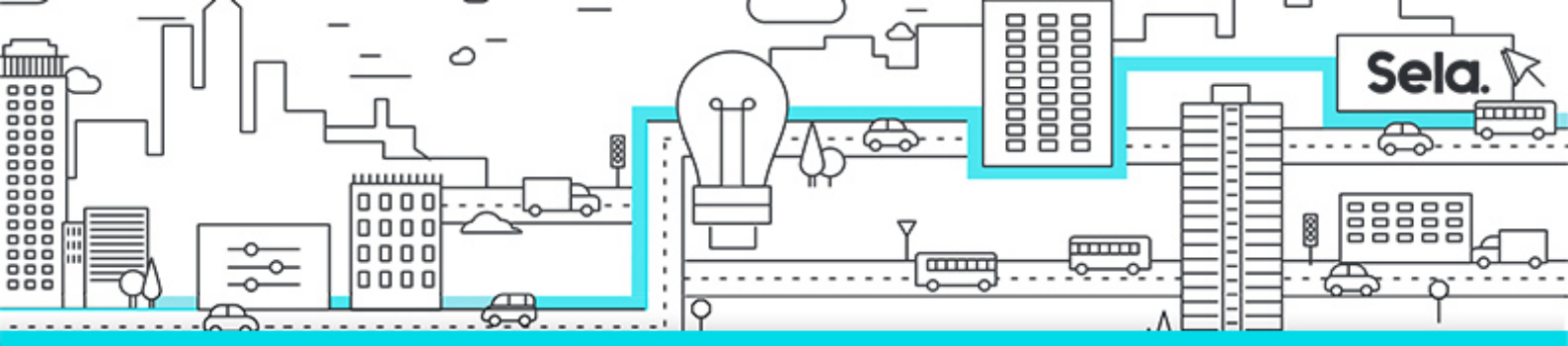
- Operational experience with Windows
- Experience with MS Office - recommended

### Topics:

- Project Planning and Monitoring
- Project Information
- Project Properties
- Working Time
- Insert Tasks
- Auto Schedule



- Manually Schedule
- Inactive Task
- Milestone
- Summary Tasks
- Link Tasks
- Constraints
- Deadline
- Change Highlights
- Notes
- Timeline
- Resources
- Scheduling Formula
- Assign Resources
- Team Planner
- Cost
- Resources Workload Analysis
- Assignment Information
- Resource Leveling
- Baseline
- Tracking
- Reschedule
- Plan vs. Actual
- Project Statistics
- Critical Path
- Total Slack
- Free Slack
- Compare Projects
- Master Project
- Inspect Tasks
- Custom Fields
- Tables
- Sort



- Filter
- Highlight
- Group By
- Views
- Formats
- Gridlines
- Timescale
- Reports & Dashboards
- Organizer
- Passwords