

“ “A well planned project will give results exactly as planned.” ”

# Project Management Courses

Professional Development Training has a specialised division of Project Management experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs

# Project Management Courses

- Change Management Training
- Project 2007 Advanced
- Microsoft Project 2013 Introduction
- Project Management Training
- Project 2010 Introduction
- Microsoft Project 2013 Intermediate
- Project 2007 Essentials
- Project 2010 Advanced
- Microsoft Project 2013 Advanced

*Our trainer Kirsty was excellent, she listened to how our business operates & made the content more relevant to us. Also listened to what we hoped to achieve & added extra content to suit. Excellent, fun, stimulating and entirely appropriate for my needs. Thank You*

*Public Class Participant - Time Management*



## **PD Training's** Project Management Training Combines Technique & Technology

Professional Development Training has a specialised division of Project Management experts that will tailor the delivery of any of the courses to be specific to your situation and learning needs.

Our extensive curriculum in Project Management, outstanding depth of trainers across the country and diverse range of industry experience means that pd training is the best choice for Project Management courses.

pd training will exceed your expectations and help you achieve the results you are seeking.

# In-House Training

# Public Courses

## In-House Training Benefits:

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- Tailored to your needs and goals
- Cost-effective - from \$140 per person (full-day)
- You choose the day, place and time
- Greatest impact in the shortest time
- Great team building opportunity
- Convenient - Employees do not need to go off-site

## Tailored Delivery – Standard

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We will always tailor the delivery of your In-House Training course to ensure it is relevant to your team and targeted at your learning goals. We can incorporate your company's examples and terminology to ensure that the training can be directly related back to your workplace. This is standard and included in the price.

### The "1-hour Motivator" Training Sessions

These 60-90 minute sessions are highly motivating and thought-provoking - ideal for those people who need to fit training in around a busy work schedule - great as an early morning kick-start or lunchtime boost!

### Full-day Short Courses

1-day and 2-day short courses are delivered with a unique focus on 80% activities 20% content - just the way learning should be!

### The "3-hour Power" Sessions

3-hour power sessions are a great solution when you have very specific outcomes you are targeting, or if scheduling the team to be off the job for a whole day is proving to be a challenge!

### Conferences and Workshops

Do you want your conference to be memorable, fun, interactive and be a real highlight? pd training's dynamic trainers can add that flair, excitement and much more!

## Expert Trainers

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"While you are training with us, you receive experiential training from an expert in their field which ensures you can apply what you have learned directly back to your workplace. When you are training with us, you are there to learn from the trainer, not the manual!"

## Training Style:

Your course will be activity-based learning. You receive some background theory, and then spend most of the time working together and with the trainer to apply the concepts to workplace situations that are applicable to your specific situation.

## Class Size:

Classes are an average of 6 people, max of 12. We keep classes small to ensure the trainer can work with each participant to tailor each activity to be relevant to each person's workplace/common scenarios.

## Where:

Sydney, Melbourne, Brisbane, Canberra, Adelaide, Perth, Parramatta.

## Scheduling & Times:

**Classes run from 9:00am - 4:30pm each day**

Quality Lunch (tell us your dietary requirements)

Comprehensive up-to-date courseware

## Practical & Real - Activities tailored to you...

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Training is much more effective and enjoyable if you can apply the concepts you learn directly to your own circumstances. So the trainer will change textbook activities to be relevant to you.

## For example:

If the example activity is based in a retail setting, but you work in a customer service call-centre, we will adapt activities to reflect the culture of a call-centre environment, so your team will be learning relational tools and techniques that really make sense to their world. Helping you learn today, and

## Fun & Relaxed - Laugh while you learn...

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Our relaxed and practical approach with experienced trainers that like to 'have a laugh' will ensure you enjoy the experience of learning as much as you enjoy acquiring new skills that help you perform better.

Yes, lunch is free - and we all like a free lunch. However, the highlight of your course will be the learning experience - not the break!



Customised, Interactive  
and Practical

Each course involves about 20 activities each day to assist practical skill development and understanding of concepts. Training is customised according to the requirements of the participants for maximum benefit.

Considering your needs, pd training has made Administration available at your place, online and at various locations across Australia. The courses are designed to be of short-duration, lively, informal and highly valuable.



Making Training  
Accessible



World Leading  
Reinforcement  
Framework

Reinforcement Package

- Training Booster Reinforcement System
- Free Re-sit
- eHelpDesk Support
- Bonus Supplementary eLearning
- Quick Reference Job Aid
- Hours of Business Video content



This Change Management training course from pd training will teach aspiring change agents how to create and implement a change management plan efficiently with positive acceptance throughout your organisation. This practical class in change management is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra, and Perth.

## Change Management Training Course Outline

### Foreword:

Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. This Change Management workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

Change Management Training is important in today's professional world as organisational change is more the norm rather than the exception. More than ever, work roles and organisations are in a state of flux with changes in structure, re-deployment, return to work, redundancy and personal crisis. Hence it is important to understand the change management process and learn some important change management tools.

Change takes place on three different levels:

- the Individual
- the Team
- the Organisation

Organisational change management has to happen at all three levels, as they are interrelated.

This **Change Management** Training Program is geared toward teaching the change management process as well as some change management tools and principles that can support managers, consultants and other change facilitators to fulfil their mission: to initiate and sustain change processes.

### Outcomes:

#### In this course participants will:

- Learn about effective change management strategies
- Understand and recognise individual motivators for change and how to use them
- Recognise that everybody's personal change journey will be different
- Develop a change management and communications plan
- Gain skills required to lead a change project, celebrating a successful change and sharing the benefits and results with all staff
- Master strategies to align people with change, appealing to emotions and fact
- Understand the importance of resiliency in the context of change
- Learn to foster resiliency throughout a change project
- Understand the importance of flexibility and how to foster this strategy throughout a change project



Change Management Training Course - Lesson 1

**Preparing for Change**

- Defining your strategy
- Building the team

Change Management Training Course - Lesson 3

**Understanding Cycle of Emotions for the Individual**

- Denial
- Avoidance
- Passive acceptance
- Challenged
- Committed

Change Management Training Course - Lesson 5

**Gaining Support**

- Gathering data
- Addressing concerns and issues
- Evaluating and adapting

Change Management Training Course - Lesson 7

**Using Appreciative Inquiry**

- The four stages
- The purpose of AI
- Examples and case studies

Change Management Training Course - Lesson 9

**Building Resiliency**

- What is resiliency?
- Why is it important?
- Five easy steps for the leader and individual

Change Management Training Course - Lesson 2

**Identifying the WIIFM**

- What's in it for me?
- Building support

Change Management Training Course - Lesson 4

**Managing the Change**

- Developing a change management plan
- Developing a communication plan
- Implementing the plans

Change Management Training Course - Lesson 6

**Making it all Worthwhile**

- Leading status meetings
- Celebrating successes
- Sharing the results and benefits

Change Management Training Course - Lesson 8

**Bringing People to your Side**

- A dash of emotion
- Plenty of facts
- Bringing it all together

Change Management Training Course - Lesson 10

**Building Flexibility**

- What is flexibility?
- Why is it important?
- Five easy steps for the leader and individual



In recent years project management skills have become more of a general management tool than the sole preserve of the specialist project manager. Everybody now recognises the importance of delivering business results to specification, on time and within budget, and that is exactly what project management skills enable you to do - even if it is not officially called a 'project'. The ability to successfully manage projects from beginning to end, no matter their size, is a highly desirable skill.

Utilising PMBOK, a global set of benchmarks, this Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that can be used every day.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

## Project Management Training Course Outline

### Foreword:

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The project management role is arguably the most challenging of roles within the project team. As the project progresses through its various life cycle stages, project managers must be able to adapt themselves to the changing demands of the project and the team.

Effective and efficient Project Managers will ensure project success and help organisations and individuals exceed stakeholder expectations. This workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day.

### Outcomes:

- Define projects, project management, and project managers
- Identify the importance of PMBOK and PMI
- Examine the five process groups & nine knowledge area as defined by the PMI
- Describe the triple constraint
- Perform a project needs assessment & write goals, requirements & deliverables
- Create key project documents including a statement of work, project plan worksheet & project charter
- Build a project schedule, estimating time, costs & resources
- Master the work breakdown structure
- Create project planning documents including a schedule, a risk management plan & a communication plan
- Use planning tools including the Gantt chart, network diagram & RACI chart
- Establish and use baselines
- Monitor and maintain a project
- Perform basic project management tasks including leading status meetings
- Manage and complete all documents at the end of a project



Project Management Training Course - Lesson 1

### Key Concepts - Part One

- What is a Project?
- What is Project Management?
- What is a Project Manager?

Project Management Training Course - Lesson 2

### Key Concepts - Part Two

- About the PMBOK and the PMI
- The five process groups
- The nine knowledge areas
- The triple constraint

Project Management Training Course - Lesson 3

### Initiation - Part One

- Assessing needs and wants
- Identifying your stakeholders
- Creating SMART objectives
- Creating requirements

Project Management Training Course - Lesson 4

### Initiation - Part Two

- Creating the schedule
- Creating a risk management plan
- Creating a communication plan

Project Management Training Course - Lesson 5

### Planning - Part One

- Estimating time
- Estimating costs and resources
- Building the work breakdown Structure

Project Management Training Course - Lesson 6

### Planning - Part Two

- Creating the Schedule
- Creating a Risk Management Plan
- Creating a Communication Plan

Project Management Training Course - Lesson 7

### Planning Tools

- The Gantt Chart
- The network diagram
- The critical path
- Going the extra mile: optional tools

Project Management Training Course - Lesson 8

### Maintaining and Controlling - Part One

- Establishing Baselines
- Monitoring Baseline Variances
- Schedule Reduction Methods

Project Management Training Course - Lesson 9

### Maintaining and Controlling - Part Two

- Leading successful status meetings
- Managing change monitoring risks

Project Management Training Course - Lesson 10

### Closing Out

- Administrative tasks
- Personnel tasks
- Scope verification
- Document checklist



Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2007 Essentials Course Outline

### Foreword:

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

### Outcomes:

- Open and close Project
- Understand the Interface
- Create a blank project
- Create a project from a template
- Open and close project files
- Add tasks to a project
- Set constraints on tasks
- Understand key terms
- View task information
- Sort and filter tasks
- Understand Task Indicators
- Split tasks
- Link and unlink tasks
- Create summary and sub tasks
- Create recurring tasks
- Understand resources
- Add and view resource information
- Assign resources to tasks
- Level resources
- Understand different task and resource views, including the Team Planner
- Use the Tools tabs and format the Timescale
- Create a baseline
- Update tasks and update the project
- Understand the Project Status date
- View the critical path
- Use change highlighting
- Create basic and visual reports
- Compare projects

Project 2007 Essentials Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Project 2007 Essentials Training Course - Lesson 2

### Opening and Closing Project

- Opening Project
- Understanding the Interface
- Creating a Blank Project
- Creating a Project from a Template
- Opening and Closing Files
- Closing Project

Project 2007 Essentials Training Course - Lesson 3

### Your First Project

- Creating a Basic Project
- Adding Tasks to Your Project
- Setting Constraints on Tasks

Project 2007 Essentials Training Course - Lesson 4

### Adding Tasks

- Understanding Key Terms
- Viewing Task Information
- Sorting and Filtering Tasks
- Understanding Task Indicators
- Sorting and Filtering Tasks
- Understanding Task Indicators

Project 2007 Essentials Training Course - Lesson 5

### Advanced Task Operations

- Splitting Tasks
- Linking and Unlinking Tasks
- Creating Summary and Sub Tasks
- Creating Recurring Tasks

Project 2007 Essentials Training Course - Lesson 6

### Adding Resources

- Understanding Resources
- Adding Resources
- Viewing Resource Information
- Assigning Resources to Tasks
- Leveling Resources

Project 2007 Essentials Training Course - Lesson 7

### Other Ways to View Project Information

- The Team Planner
- Important Task Views
- Important Resource Views
- Using the Tools Tabs
- Formatting the Timescale

Project 2007 Essentials Training Course - Lesson 8

### Managing Your Project Status

- Creating a Baseline
- Updating Tasks
- Updating the Project
- About the Project Status Date

Project 2007 Essentials Training Course - Lesson 9

### Updating and Tracking Your Progress

- Viewing the Critical Path
- Using Change Highlighting
- Using the Task Inspector Pane

Project 2007 Essentials Training Course - Lesson 10

### Creating Reports

- Creating Basic Reports
- Creating a Visual Report
- Comparing Projects

Project 2007 Essentials Training Course - Lesson 11

### Adding the Finishing Touches

- Checking Your Spelling
- Using the Page Setup Dialog
- Printing a Project
- E-mailing a Project
- E-Mailing Your Notes
- Printing Your Notes
- Creating a PDF

Project 2007 Essentials Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets and analysing workloads for projects.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2007 Advanced Course Outline

### Foreword:

Project is a sophisticated project management software program that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analysing workloads for projects.

### Outcomes:

- Split the view
- Sort, group, and filter tasks
- Use zoom
- Overlap, delay, or split tasks
- Set task deadlines and constraints
- Understand task types
- Assign a task calendar
- Understand task indicators
- Delay resource start times
- Apply predefined resource contours
- Specify Resource availability
- Group resources
- Assign a Resource calendar
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- Use material resource consumption rates
- Entering task fixed costs
- Schedule resource overtime
- Identify and balance resource over allocation
- Save a baseline plan
- Update project, actual values, completion percentage, actual work and actual costs
- View project statistics, costs, and critical path
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Save an interim plan
- Open and add page elements to a report
- Sort a report
- Define report contents
- Create a visual report
- Create links between multiple projects
- Consolidate multiple projects
- View multiple project critical paths
- View consolidated project statistics
- Create a resource pool

Project 2007 Advanced Training Course - Lesson 1

### Getting Started

- Workshop Objectives

Project 2007 Advanced Training Course - Lesson 2

### Viewing the Project

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom

Project 2007 Advanced Training Course - Lesson 3

### Working with Tasks - Part 1

- Overlapping Tasks
- Delaying Tasks
- Setting Task Deadlines
- Setting Task Constraints
- Splitting Tasks

Project 2007 Advanced Training Course - Lesson 4

### Working with Tasks - Part 2

- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators

Project 2007 Advanced Training Course - Lesson 5

### Working with Resources

- Assigning a Resource Calendar
- Delaying Resource Start Time
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates
- Grouping Resources

Project 2007 Advanced Training Course - Lesson 6

### Working with Costs

- Adding Pay Rates for a Resource
- Specifying Pay Rates for Different Dates
- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs

Project 2007 Advanced Training Course - Lesson 7

### Balancing the Project

- Scheduling Resource Overtime
- Identifying Resource Over allocation
- Balancing Resource Over allocations Manually
- Balancing Resource Over allocations Automatically

Project 2007 Advanced Training Course - Lesson 8

### Updating Project Progress

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Task Completion Percentage
- Updating Actual Work
- Updating Actual Costs

Project 2007 Advanced Training Course - Lesson 9

### Checking Project Progress

- Viewing Project Statistics
- Viewing Project Costs
- Viewing the Project's Critical Path
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan

Project 2007 Advanced Training Course - Lesson 10

### Working with Reports

- Opening a Report
- Adding Page Elements to a Report
- Sorting a Report
- Defining Report Contents
- Creating a Visual Report

Project 2007 Advanced Training Course - Lesson 11

### Working with Multiple Projects

- Creating Links Between Projects
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool

Project 2007 Advanced Training Course - Lesson 12

### Wrapping Up

- Words from the Wise



Microsoft Project 2010 is the world's most popular software for tracking and managing projects. It's correct usage is essential for completing projects on time, within budget and that meets customer requirements.

This Microsoft Project 2010 training course from pdtraining, introduces basic project management concepts and principles, acquaints you with the Project environment as well as showing how to create a task list, manual & automatic scheduling, establishing a Work Breakdown Structure and so much more.

This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2010 Introduction Course Outline

### Foreword:

This Project 2010 Introduction training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, teaches the basic commands and features of Microsoft Project 2010. Participants will learn how to create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables.

Participants will also apply filters and groups, and sort task and resource data. Finally, they will learn how to resolve resource conflicts.

### Outcomes:

- Become familiar with project management concepts & principles
- Learn to identify Project 2010 interface components
- Identify Gantt chart elements
- Create projects
- Set the project start date
- Create a task list
- Work in manual scheduling mode
- Work in automatic scheduling mode
- Change the default scheduling mode
- Set task durations
- Modify & rearrange tasks
- Format a Gantt chart
- Link & unlink tasks
- Change task predecessors
- Apply lead & lag time
- Modify task relationships
- Set task constraints
- Create resource pools
- Use the Cost table
- Format the Timeline
- Apply filter & AutoFilters
- Highlight information
- Group & sort tasks & resources
- Display critical tasks
- Display free slack
- Apply automatic resource leveling
- Level resources manually



Project 2010 Introduction Training Course - Lesson 1

### Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Project 2010 Introduction Training Course - Lesson 2

### Getting started

- Project management concepts
- The Project window
- Project files
- The Help window

Project 2010 Introduction Training Course - Lesson 3

### Tasks

- Creating a task list
- Modifying a task list
- The Work Breakdown Structure

Project 2010 Introduction Training Course - Lesson 4

### Task scheduling

- Task links
- Task relationships
- Task options

Project 2010 Introduction Training Course - Lesson 5

### Resource management

- The base calendar
- Resources and calendars
- Project costs

Project 2010 Introduction Training Course - Lesson 6

### Views and tables

- Working with views
- Working with tables

Project 2010 Introduction Training Course - Lesson 7

### Filters, groups and sorting

- Filters
- Groups
- Sorting tasks and resources

Project 2010 Introduction Training Course - Lesson 8

### Finalising the task plan

- Finalising schedules
- Handling resource conflicts



This second and final course in the Project 2010 series, really helps tie the previous course up and elevate Project skills to an expert level.

Topics like applying templates, examining project statistics and task slippage, creating reports, consolidating projects and much more are covered

This engaging training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

## Project 2010 Advanced Course Outline

### Foreword:

This Project 2010 Advanced training course running in Sydney, Brisbane, Adelaide, Canberra, Melbourne and Perth, builds on the concepts and skills taught in the [Introduction course](#). Participants will learn how to work with templates, create baseline plans, monitor and update projects, analyse project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customise Project.

Participants will also learn how to communicate project information by using Project Server 2010 and how to integrate Project data with other Office applications.

### Prerequisites:

[Project 2010: Introduction](#) or equivalent experience.

### Outcomes:

- Apply templates
- Convert project files to templates
- Import data
- Create, save and update a baseline plan
- Compare progress with the baseline
- Mark tasks as completed
- Update actual start and finish dates
- Mark tasks as being on track
- Analyse costs over time
- View project statistics
- Display task slippage
- Shorten a task duration
- Inactivate tasks
- Use the Team Planner view to manage resources
- Create reports
- Print project information
- Save a project to PDF or XPS format
- Create and modify visual reports
- Customise the Quick Access toolbar
- Record and run macros
- Customise Gantt chart elements
- Use the drawing tools
- Apply formulas to custom fields
- Apply graphical indicators
- Insert subprojects
- Set task priorities
- Link tasks and resources to supporting documents
- Export project information

Project 2010 Advanced Training Course - Lesson 1

### **Introduction**

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Project 2010 Advanced Training Course - Lesson 2

### **Using templates and importing data**

- Working with templates
- Creating projects from other programs

Project 2010 Advanced Training Course - Lesson 3

### **Managing a project**

- Setting baselines
- Updating an active project
- Monitoring progress

Project 2010 Advanced Training Course - Lesson 4

### **Analysing and adjusting the plan**

- Analysing the plan
- Delays and conflicts
- Team Planner view

Project 2010 Advanced Training Course - Lesson 5

### **Working with reports**

- Standard reports
- Visual reports

Project 2010 Advanced Training Course - Lesson 6

### **Customising Project**

- Custom views
- Macros
- Gantt chart formatting
- Custom fields

Project 2010 Advanced Training Course - Lesson 7

### **Managing multiple projects**

- Consolidating and sharing projects
- Sharing resources among projects

Project 2010 Advanced Training Course - Lesson 8

### **Exchanging project information**

- Collaboration
- Hyperlinks
- Exporting to Office applications



Microsoft Project 2013 is a project management application used for managing projects easily and efficiently. The application uses various features to easily collaborate on projects, understand its history and progress in a glance, and create professional reports. Microsoft Project 2013 Introduction Training Course is designed for beginners where they will develop important skills in planning a project, task entry, resource entry, task linking, and more. After the completion of the course, participants are able to effortlessly conduct all basic tasks to create and track projects.

This highly valuable and dynamic training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Introduction Course Outline

### Foreword:

This course includes skill-building in each of the basic functions of Microsoft Project 2013 such as using the interface, applying filters, project planning, setting project start dates, adding recurring tasks, resolving scheduling conflicts, using lag time and lead time, and setting deadlines on tasks. The training course provides an understanding and practice in performing every basic task that is essential to begin and track projects successfully.

Microsoft Project 2013 Introduction Training Course is the first course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Access the toolbar
- Open and view a project
- Use the TimeLine feature
- Apply filters
- View the network diagram
- Define a project
- Set project properties
- Create a new basic calendar
- Save a project file
- Amend a standard calendar
- Enter milestone and summary tasks
- Insert, delete and move tasks
- Add notes to tasks
- Add recurring tasks
- Work with task durations and relationships
- Set resource availability dates
- Assign resources to tasks
- Understand resource costs
- Baseline a project

Project 2013 Introduction Training Course - Lesson 1  
**Project Management overview and introduction to the Project 2013 interface**

- New features and edition comparison
- The new user interface with ribbon and Quick Access Toolbar
- Using the new TimeLine feature
- Introduction to Project Views
- Exercise: Opening and viewing a project
- Using the 'Group By' Feature
- Using the 'Highlight Feature
- Viewing and changing the Project Information
- Viewing the Network Diagram
- Applying a filter
- Introduction to Project Management
- Understanding how MS Project helps you plan and adjust your projects
- Project Terminology

Project 2013 Introduction Training Course - Lesson 3  
**Task Entry and Task Linking**

- Entering tasks, milestone and summary tasks
- Inserting, deleting and moving tasks
- Adding a recurring task
- Adding a note to a task
- Understanding the new Task Mode in Project 2010
- Working with task durations and relationships
- Using lag time and lead time
- Exercise: Creating a new project
- Creating constraints for tasks in Auto Schedule Mode
- Resolving scheduling conflicts
- Setting a deadline on a task
- Quick Reference

Project 2013 Introduction Training Course - Lesson 2  
**Planning the Project**

- Defining the Project
- Completing the Project Definition
- Project Planning
- Completing the Project Plan
- Where to begin with MS Project
- Setting the project start date
- Project Properties
- Amending the Standard Calendar
- Creating a New Base Calendar
- Displaying a Specific Calendar on the Gantt Chart
- Saving the New Project File
- Ending a Project Session

Project 2013 Introduction Training Course - Lesson 4  
**Resources and Resource Entry**

- Using the Resource Sheet to enter resources
- Assigning and amending a resource calendar
- Setting Resource Availability Dates
- Understanding Resource Costs
- Assigning resources to tasks using Auto Schedule Mode
- Using Material Resources
- Exercise: Assigning resources to tasks - Manual vs Auto Schedule Mode
- Exercise: Using the Task Inspector and Team Planner to view and change assigned resources
- Baselining your project



To manage projects efficiently using Project 2013, it is essential to build on basic skills already known and learn additional features of the software. Microsoft Project 2013 Intermediate Training Course provides understanding and skill development builds upon basic skills and covers intermediate features of the application, such as customising the Gantt chart, using network diagrams, creating custom WBS code, updating a project, printing and reporting, sharing resources, and more.

The course is designed for users that have elementary skills in Project 2013. Beginners may consider developing basic skills in the application with Microsoft Project 2013 Introduction Training Course.

This highly valuable and lively training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Intermediate Course Outline

### Foreword:

This training course helps participants to build upon basic skills in Microsoft Project 2013. Intermediate and new features of Microsoft Project 2013 will be covered, including understanding project views, managing projects, examining projects, updating projects, printing reports and project views, reporting by report type, updating the resource pool, and comparing project versions. During the course, participants will learn and practice the use of the various functions of Project 2013 to gain expertise in managing projects skilfully.

Microsoft Project 2013 Intermediate Training Course is the second course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Change time scales
- Add a custom Gantt Chart
- Use network diagrams
- Work with the Network Box (or Node)
- Modify and format tables
- Create, display and use custom WBS codes
- Use team planner
- Create a budget
- Use AutoFilters
- Track and update tasks
- Understand project costs
- Work with Project Server and Deliverable Fields
- View, organise and print reports
- Change print settings
- Review and update assignments
- Compare project versions
- Perform resource sharing functions
- Update the Resource Pool
- Stop resource sharing temporarily and permanently
- Consolidate projects



Project 2013 Intermediate Training Course - Lesson 1

**Managing the project and understanding project views**

- Exercises: Preparing a project for analysis and tracking and performing Resource Leveling
- Customising the Gantt Chart bars
- Displaying the Critical Path
- Using the Formatting Tab of the ribbon
- Using Network Diagrams
- Displaying Tables
- Inserting and hiding columns
- Creating a New Table
- Applying Filters
- Using AutoFilters
- Understanding and viewing WBS Codes

Project 2013 Intermediate Training Course - Lesson 2

**Examining and Updating the Project**

- Amending tasks using various views
- Using Resource Leveling
- Understanding baseline and interim plans
- View project baseline information
- Compare baseline and scheduled information
- Tracking and Updating Tasks Effectively
- Exercise: Updating the Holiday project
- Viewing Progress Lines
- Exercise: Show the Project Progress Line
- Understanding project costs
- Exercise: Adding costs
- Creating a budget
- Viewing total resource costs
- Viewing total task costs
- Reducing project costs
- Understanding Project Deliverables

Project 2013 Intermediate Training Course - Lesson 3

**Printing and Reporting**

- Printing project views
- Viewing and changing the print settings
- Add a header, footer, or legend to a view
- Viewing the built in Reports
- Editing Reports
- Visual Reports
- What You Can Print
- Reports by Report Type

Project 2013 Intermediate Training Course - Lesson 4

**Multiple Projects and Resource Sharing**

- The Resource Pool
- Exercise: Create a resource pool from an existing project and share the resources
- Updating the Resource Pool
- Review and update assignments
- Update resource availability or cost information
- Stop sharing resources (temporarily)
- Stop sharing resources from a Resource Pool (permanently)
- Consolidating projects
- When to use a master project and subprojects
- Insert subprojects into a master project
- Compare Project Versions



Microsoft Project 2013 offers new features, such as easy sharing of project status information, advanced built-in Lync features, and tracing of task paths. Microsoft Project 2013 Advanced Training Course provides extensive training in the use of the advanced features of the new Project 2013, including customising the ribbon, charting data, grouping, creating interactive filters, using macros, and working with the VBA Editor. The customised new set of reports in Project 2013 allows you to understand an entire project and its history at a glance.

This training course is designed for users that have basic skills in Project 2013. Beginners may consider our Microsoft Project 2013 Introduction Training Course to build basic skills in the application.

This highly practical and engaging training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth.

## Microsoft Project 2013 Advanced Course Outline

### Foreword:

This course includes training in each of the advanced functions of Project 2013. During the training, participants learn to manage projects, examine existing projects, manage resources, customise Project 2013, modify displays, use templates, customise projects, edit macros, and more. The course aims to provide quick and practical learning to help participants master the use of Project 2013 in a short amount of time.

Microsoft Project 2013 Advanced Training Course is the third course in the series of three: Introduction, Intermediate and Advanced Training Course in Microsoft Project 2013. Each of these courses is targeted to give valuable training to participants with different skill levels in the application.

### Outcomes:

**After completing this course, participants will have learned to:**

- Modify a project
- Identify resource over-allocation
- Use task inspector
- Manage time
- Display progress data
- Chart data
- Manage recurring tasks
- Import into Project
- Use templates
- Customise tables
- Customise filters
- Create interactive filters
- Customise the Ribbon
- Create VBA code
- Work with modules
- Edit macros

Project 2013 Advanced Training Course - Lesson 1

**Managing the Project**

- Management Criteria
- Display progress data
- Planned Dates
- Actual Dates
- Scheduled Dates
- Managing Time
- Variance
- Examine an Existing Project
- Modify it According to Current Information
- Managing Resources
- Identifying Resource Over-allocations
- Resolve Resource Over-allocations Manually
- Task Inspector
- Resolve Over-allocations Using Resource Leveling

Project 2013 Advanced Training Course - Lesson 2

**Special Features and Advanced Analysis**

- Exercise: Use the Course Development project
- Modifying the Display (Shortcuts)
- Task Usage and Resource Usage views
- Charting Data
- Importing into Project
- 'Grouping'
- Recurring Tasks

Project 2013 Advanced Training Course - Lesson 3

**Templates**

- Templates
- Exercise: Use a Sample Template
- Global Template

Project 2013 Advanced Training Course - Lesson 4

**Customising MS Project**

- Customisation
- Custom Tables
- Adding Columns to Tables
- Custom Filters
- Custom Filter Values
- Exercise: Create an Interactive Filter
- Customising the Ribbon

Project 2013 Advanced Training Course - Lesson 5

**Macros Overview**

- Macros
- Creating VBA Code
- The VB Editor
- Working with Modules
- Editing Macros

**Client  
Benefits**



**Strategic  
Partnerships**

