

Intermediate Applications of Project 2013

What You Will Learn.....	1
Setting Up Your Project	2
Entering Project Information	3
Setting Defaults.....	4
Preparing to Set the Project Baseline	7
Establishing a Project Calendar	8
Creating a New Project Calendar	8
Copying the Calendar to the Global Template	12
Exercise 1	14
Setting Up Project Tasks.....	15
Linking Tasks.....	16
Working with a Resource Pool	18
Developing a Resource Pool.....	18
Changing Resource Calendars	19
Verifying Auto-Leveling Mode	21
Sharing Resources.....	22
Assigning Resources.....	23
Entering Fixed Costs.....	26
Setting the Baseline.....	28
Coordinating the Project	28
Using the Timeline View	29
Setting the Baseline.....	30
Exercise 2.....	32
Understanding Project Scheduling.....	33
Using Effort-Driven Scheduling	33
Understanding Task Types	36
Setting Up the House_2 Project	39
Setting Up the Project Calendar.....	40
Exercise 3.....	41
Assigning Resources and Fixed Costs for House_2	42
Using a Resource Pool	42
Assigning Fixed Costs	45
Exercise 4.....	47

Working with Project Templates	48
Saving a File as a Template	48
Using a Template to Start a New Project.....	50
Variations in Resource Assignments	51
Assigning Part-Time Resources.....	52
Understanding Driver Resources	55
Assigning Overtime	56
Resource Contouring	57
Assigning Multiple Costs to a Resource	59
Changing the Cost Rate for a Task	61
Exercise 5.....	62
Combining Projects.....	63
Displaying Multiple Critical Paths	65
Adjusting Resource Assignments	66
Using the Task Inspector	67
Resource Leveling	68
Clearing Resource Leveling.....	71
Using the Team Planner.....	72
Splitting a Task	74
Delaying Work Assignments	75
Exercise 6.....	76
Understanding Project and Task Priorities	77
Analyzing Data	81
Viewing the Project Overview.....	82
Correcting Variance	83
Using Visual Reports (Optional)	84
Using Tables to View Project Status and Variance (Optional).....	87
Task Tracking Table	87
Task Variance Table	88
Task Work Table.....	88
Scheduling Recurring Tasks (Optional).....	89
Appendix A: Summary of Project Steps.....	91
Appendix B: Manual Scheduling vs. Automatic Scheduling	93
Appendix C: Solutions to Exercises	96