Contents

Chapter 1	Costing, Budgets and Earned Value	
	Overview Review of Total Task Costs	
	Setting Alternate Rates for Resources	
	Creating a Budget Resource	
	Creating a Budget Field	
	Earned Value Reporting	
	Setting Earned Value and Calculation Options	
	Why Should I Perform Earned Value Analysis?	
	How Do I Interpret Earned Value?	
	·	
	Which Earned Value Quantities Can I Show in Microsoft Project?	10
Chapter 2	Advanced Resource Management	2
	Overview	
	Creating a New Resource Assignment (Review)	
	Evaluating Resource Availability Before Making an Assignment	
	Assigning a Part-Time Resource to a Task	
	Setting Overtime Hours on a Task Assignment	
	Shifting Resource Assignments with Delay	
	Moving a Task Until a Resource is Available	
	Replacing a Resource on a Task in Progress	
	Excluding Tasks From Leveling	
	Excluding Resources From Leveling	
	Using Task Priorities in Leveling	
	Applying a Work Contour	
	Advanced Resource Assignment Analysis	
Chapter 3	Advanced Work with Task Types	49
	Overview	50
	Understanding Project's Scheduling Engine	5 ⁻
	Mastering Task Types	52
	Max Units, Peak Units and Assignment Units	52
	Working with Task Types	53
	Controlling Calculations During Initial Assignments (application of	the
	formula)	54

©2013 Advisicon, Inc. xi

	Controlling Calculations During Assignment Changes	63
	Using Peak Units for Resource Planning	67
	Key Points to Remember	69
Chapter 4	Managing Multiple Projects	71
	Linking Multiple Projects	72
	Overview of Multiple Projects	72
	Using New Window Feature	
	Linking Across Projects	
	Analyzing the Effects of Changing Values	78
	Working with Master and Sub-Projects	81
	Overview of Master Projects	81
	Creating a Master Project and Inserting Sub-projects	82
Chapter 5	Working with Resource Pools	85
	Working with Resource Pools	86
	What is a Resource Pool	86
	Creating a Shared Resource Pool	88
	How to Share Resources across Multiple Projects	89
	Viewing Resource Usage in the Resource Pool	93
	Leveling Resources across Projects	95
Chapter 6	Customizing Project Features	99
	Overview	100
	Customize User Interface	101
	Customize Quick Access Toolbar	101
	Customizing the Ribbon	107
	Exporting / Importing the Customization File	111
	Customizing Formats and Views	114
	Overview of Custom Formats and Styles	114
	Copying a View	115
	Customizing Gantt Chart View	116
	Customizing Timeline Views	127
	Working with the Organizer	136
	What is an Object & What Objects are Available	136
	Define Settings in Organizer	137
	Using the Organizer to Share Objects	138
	Creating Custom Objects	140
	Creating a Custom Field	140
	Creating a Custom Filter	147

xii ©2013 Advisicon, Inc.

	Creating a Custom Group	149
	Creating a Custom Table	153
	Creating a Custom View	157
	Summary	162
Chapter 7	Customizing Reports and Dashboards	163
	Working with Visual Reports	164
	Overview of Visual Reports	164
	Anatomy of a Pivot Table	168
	Viewing Visual Reports	171
	Creating Visual Report Templates	173
	Dashboard Reports	179
	What are Dashboard Reports?	179
	Data Included in the Dashboard Reports	180
	Reports that come with Microsoft Project 2013	181
	To Display a Dashboard Report	185
	More Reports Dialog Box	187
	Creating a New Dashboard Report	188
Appendix A	Certification Tests	197
	MS Project 2013 Certification Tests – 74-343 and 74-344	198
	What Tests are Available?	198
	Award for Passing the Tests	198
	What is Measured?	199
	Languages	199
	How the Test Works	199
	Study Tips	201
	Registering to Take the Test	202
	Taking the test	203
	Test Objectives for Microsoft Project 2013 Desktop Test – 74-343.	204
	Test Objectives for Microsoft Project Server 2013 Test – 74-344	208
Appendix B	Advisicon Services and Training	213
	About Advisicon	214
	Consulting and Training Services	214
	Training Programs	217
	Advisicon Project Management Courses	217
	Advisicon Microsoft Office Project Management	
	Technology Courses	218
	Advisicon Flowcharts	220

©2013 Advisicon, Inc. xiii

xiv ©2013 Advisicon, Inc.