

MS PROJECT TRAINING COURSE CONTENT

Section 1: Introduction to Project Management & Concepts

Learning Objective: In this Chapter, you will be introduced to Project Management and its core concepts

Topics:

- What is Project Management?
- Detailed Introduction of Project Management & Concepts

Section 2: Introduction to Microsoft Project

Learning Objective: In this Chapter, you will be introduced to MS Project Interface, Menu and its tool bars

Topics:

- Explore the Project user interface
- Manage files and set options in the Backstage view
- Exploring Ribbon Menu and tool bars
- Customizing Quick Access tool bar

Hands-on Practicals:

- Tool Navigation in tabs such as Task, Resource, Report, View and Format
- Adding and removing items in ribbon menu and quick access tool bar
- Set properties for project in the options tab.

Section 3: Setup a New Plan and Calendar

Learning Objective: In this Chapter, you will know how to create calendar and modify it in MS Project.

Topics:

- Create a new plan and set its start date
- Set nonworking days in the project calendar
- Enter the plan title and other properties

Hands-on Practicals:

- Creating Calendar and map to the project. Exception, Holiday and Non-working option's also practiced.

Section 4: Adding task to project

Learning Objective: In this Chapter, you will know how to create tasks, types and its relationship in MS Project.

Topics:

- Create tasks
- Enter task durations and dates
- Enter milestone tasks
- Create summary tasks to outline the plan
- Link tasks to create dependencies
- Effort driven task
- Switch task scheduling from manual to automatic

Hands-on Practicals:

- Creating task in detail for the project and define duration as per estimate or plan.
- Create appropriate type of task such as milestone, task, recurring task and summary task
- Set relationship for the task as per dependencies

Section 5: Set up resources

Learning Objective: In this Chapter, you will know how to create resources in resource sheet and creating resource calendar in MS Project.

Topics:

- Set up work resources
- Enter the maximum capacity for work resources
- Enter work resource pay rates
- Adjust working time in a resource calendar
- Set up cost resources

Hands-on Practicals:

- Creating resources in resource table – work and cost resource
- Creating and mapping appropriate calendar to that work resource

Section 6: Assign resources to tasks

Learning Objective: In this Chapter, you will understand to add resources to task in MS Project.

Topics:

- Assign work resources to tasks
- Control work when adding or removing resource assignments
- Assign cost resources to tasks
- Create and assign material resources

Hands-on Practicals:

- Mapping resources to task will be practiced – Work resource

- Adding cost, work, material resource and removal to the tasks scenario's also practiced.

Section 7: Formatting and sharing a plan

Learning Objective: In this Chapter, you will understand how to use Gantt Chart view, Timeline view and report overview in MS Project.

Topics:

- Customize a Gantt chart view
- Add tasks to a Timeline view
- Customize reports
- Copy views and reports
- Print views and reports

Hands-on Practicals:

- Understanding and viewing the plan in different views Such as Gantt and timeline view
- Practicing on viewing plan reports

Section 8: Remove over-allocation and Set baseline

Learning Objective: In this Chapter, you will understand how to remove over allocation and set baseline in MS Project.

Topics:

- Resolve resource over allocations manually
- Examine resource allocations over time in plan
- Use Resource Leveling Option
- Creating baseline and set baseline to total project

Hands-on Practicals:

- Practice solving the over allocation denoted as indicator column. It can be done manual as well as from Leveling.
- Set baseline to the project and view it in the Tracking Gantt

Section 9: Tracking progress of Project

Learning Objective: In this Chapter, you will understand how to track the project progress in MS Project.

Topics:

- Understand progress tracking
- Save a baseline of your plan
- Track a plan as scheduled
- Enter a task's completion percentage
- Enter actual values for tasks
- Update a baseline
- Using RAG status indicator
- Track actual and remaining work for tasks and assignments

Hands-on Practicals:

- Updating the project progress using task details form, update task and mark on track options.
- Viewing execution and update progress through Tracking Gantt against baseline
- Use the tables or create new tables to view the progress effectively
- Practice to display the status using RAG status indicator or status custom field

Section 10: Fine-tuning

Learning Objective: In this Chapter, you will learn how to do the corrective actions when project needs tuning in Schedule and cost.

Topics:

- Adjust task link relationships
- Control task scheduling by using constraints
- Adjust working time for individual tasks
- Control task scheduling by using task types
- Enter deadline dates
- Create and assign material resources If any needed
- Examine resource allocations over time
- Resolve resource over allocations manually

Hands-on Practicals:

- Practice on adjust resource allocation, task relationship and deadlines etc. as corrective action based on progress not as per expectation in schedule and cost.

Section 11: View and report project status

Learning Objective: In this Chapter, you will learn how to do the report of project status in MS Project

Topics:

- Examine a plan's variance
- Identify tasks that have slipped
- Examine task costs
- Examine resource costs

Hands-on Practicals:

- Creating reports to show the project progress in cost and its variance

Section 12: Macro

Learning Objective: In this Chapter, you will practice to use Macro for the repeated activities in project using MS Project.

Topics:

- Create simple macro using record and play back
- Modify the Macro file
- Macro Execution for the repeated activities

Hands-on Practicals:

- Practice on creating macro and managing it for few project scenario's on generating daily and weekly reports.

Section 13: Import / Export & Sub Project

Learning Objective: In this Chapter, you will practice to use Import/ Export and Sub Project Option in MS Project

Topics:

- Importing and Exporting projects
- Using Sub Project Option for opening multiple projects
- Link between projects

Hands-on Practicals:

- Hands-on to import and export the project
- Task link between projects will be practiced
- Opening multiple projects in Sub project view