



**START YOUR MS  
PROJECT CAREER  
TODAY!!**

**CREDO SYSTEMZ**

**MS Project  
Program**

# Capstone Projects :

Real Time Business Scenario using  
MS Project



## Software Development Project

Use MS Project to plan sprints, allocate resources, track progress, and manage deadlines.



## Product Launch

Plan a new product launch with task breakdowns, marketing activities, and critical path analysis.



## Construction Project Planning

Build Gantt charts and resource schedules for building construction with milestones and dependencies.



## Event Management

Create a timeline for an event, assign tasks, manage budgets, and monitor execution in MS Project.



## IT Infrastructure Upgrade

Schedule tasks for server upgrades, resource allocation, risk tracking, and reporting.



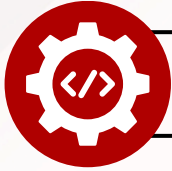
## Research & Development Project

Manage R&D activities with task dependencies, resource leveling, and progress tracking in MS Project.



# MS Project

## Opportunities & Demand



**Project Coordinator**



**Project Manager**



**Project Scheduler**



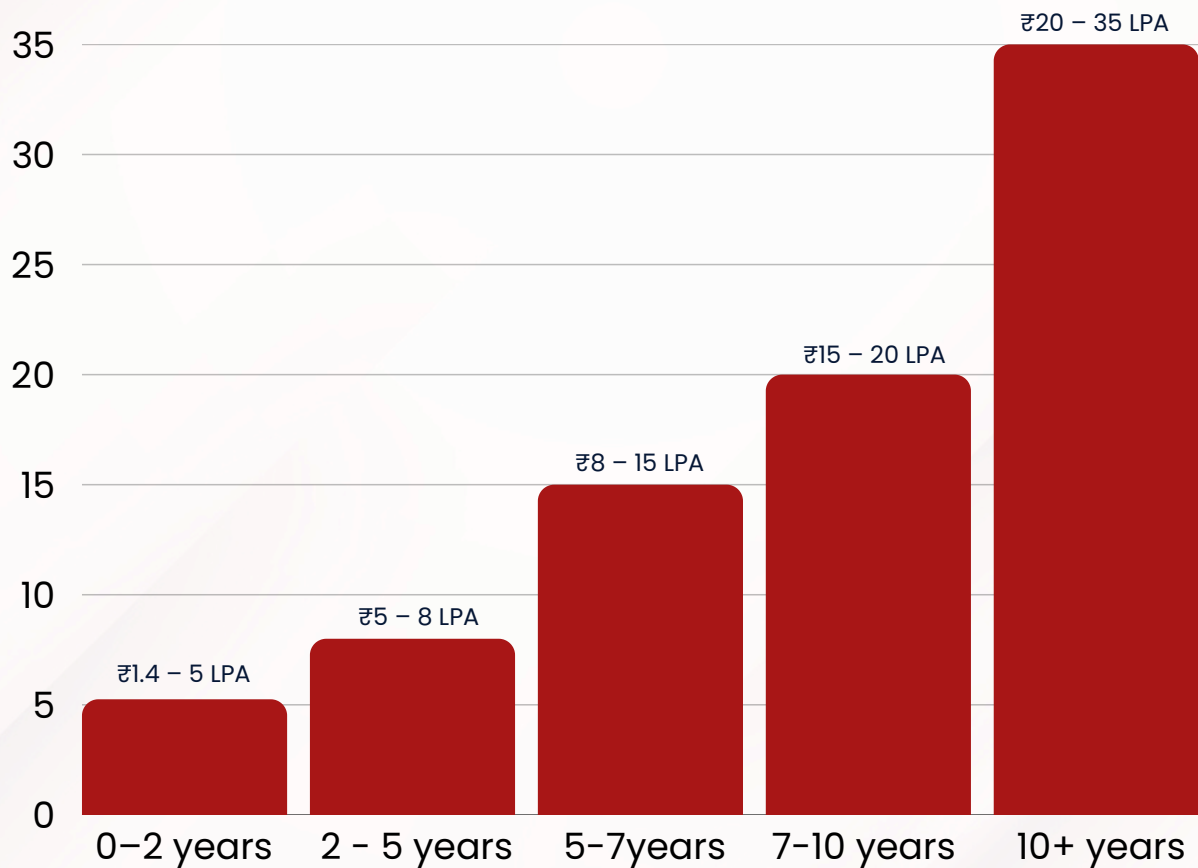
**Senior Project Manager**



**Project Analyst**



**Program Manager**





# MS PROJECT COURSE SYLLABUS

## 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 : Keywords Research and Analysis

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 : Content Marketing

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



# SKILLS AND TOOLS

## Tools Covered

Microsoft Project



Microsoft Project Online



Project Server



Microsoft Teams



SharePoint



Excel



Power BI



## Skills Covered

Project Planning



Scheduling



Task Management



Resource Management



Timeline & Gantt Chart Analysis



Budgeting & Cost Control



Critical Path Method (CPM)



Risk Management



Reporting & Documentation



Collaboration



# PLACEMENT SUCCESS STORIES

Designation ..... Company ..... Package .....



Shashank

**Project Manager**



**10.8 LPA**



Anuradha

**Project Coordinator**



**5.5 LPA**



Sandhya

**Project Analyst**



**8.8 LPA**



Ramesh

**Project Scheduler**



**9.6 LPA**



Joesph

**Senior Project Manager**



**7.0 LPA**



Mohammed

**Project Coordinator**



**11.0 LPA**





# OUR HIRING PARTNERS



# Earn your MS Project Course Completion Certificate

Credo Systemz's certificate is highly recognized by  
30K Global companies around the world.



# WHAT OUR **TRAINEE** SAYS?



**Santhosh**

**4.7** ★★★★★

MS Project training at Credo Systemz was excellent. The trainer taught scheduling, tracking, and reporting step by step. Real-time examples and tasks made learning practical. Highly recommend this course to professionals.



**Fathima Banu**

**4.2** ★★★★★

The MS Project course here was very useful. The trainer explained project planning in detail with real-world case studies. Credo Systemz is the best place to learn project management tools.



**Prakash Jain**

**5.0** ★★★★★

Credo Systemz provided excellent MS Project training. The trainer explained concepts like Gantt charts, task management, and reporting clearly. Hands-on sessions were the best part. Highly recommended for project managers.



**Saindhavi**

**4.9** ★★★★★

The MS Project course at Credo Systemz was well-structured. From basics to advanced features, everything was explained clearly. Practical sessions gave me confidence in managing real projects. Very useful training.



**Jesuraj. F**

**4.0** ★★★★★

I had a great experience with MS Project training. Sessions were interactive, and the trainer clarified all doubts. Assignments and tasks made me confident in project scheduling. Very good institute.



**Anjali Ravi**

**4.5** ★★★★★

I'm very satisfied with the MS Project course. The trainer explained concepts practically with real examples. Assignments helped me practice daily. Credo Systemz is the best institute for MS Project training.






# CHENNAI


## VELACHERY

New # 30, Old # 16A, Third Main Road, Rajalakshmi Nagar, Velachery, (Opp. to Murugan Kalyana Mandapam), Chennai – 600 042.

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## OMR

Plot No.8, Vinayaga Avenue, Rajiv Gandhi Salai, (OMR), Okkiampettai, (Behind Okkiyampet Bus Stop) Chennai – 600 097.

 +91 96001 12302

# OVERSEAS

## USA

Houchin Drive, Franklin, TN -37064. Tennessee

## UAE

Sima Electronic Building, LLH Opposite, Electra Street – Abu Dhabi