

Project Management by Using MS PROJECT 2013



This highly specialized and concentrated Program is ideally suited to following individuals who are:

- **Fresh University Graduates and like to pursue a career in Project Management**
- **Already working professional who are looking a better Project Management Skills.**
- **Managers who are looking to pursue their career in project management domain.**
- **People who would like to do the international certification of Enterprise Project Management.**

Program is offered by: 3D Educators – Trainers & Consultants

Table of Contents

Detail

Inauguration

Structure

Topics & Time Allocation

Other Learning Activities

About the Program Designer & Instructor

Syllabus

Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3D EDUCATORS

Program Structure

Duration of each class	4-Hour
Total Duration	16 Hours

Other Learning Activities:

Complete Project	1
Presentations by Trainees	1

Program Topics and Time Allocation

The participants will cover the following syllabus:

Microsoft Project Management

About the Program Designer & Instructor

The “Project Management By Using MS Project” Program has been designed and will be conducted by Senior most PMP CERTIFIED PROFESSIONALS who having the huge experience of Project Management. They have worked with various large commercial industries and for different departments. They also served foreign, International and Local organization too.

The Trainers who are conducting this program are have on the position of the following:

- ✓ Senior Country Head – Multinationals Companies
- ✓ Director Information Technology
- ✓ Corporate Trainers & Consultants

They trainers are foreign qualified and having the degrees of PhD, MS(Project Management), M.Sc. (Petroleum Technology) , M.Sc Applied Physics and Certification of MCSE, CCNA, CWNA and PMP Certification by PMI (USA)

As Consultant & Senior Trainers, the team of trainers from banking side we at **3D Educators – Trainers & Consultants** would not compromise on the faculty quality, where the trainers who are also provide training for different service local and multinational industries or companies.

Program Syllabus

MICROSOFT PROJECT MANAGEMENT SOFTWARE

Microsoft Project

Professional



Page # 5

Suite # 7, Nobel Heights, Opposite Sales Tax House, KDA Scheme # 7, Main University Road – Karachi, 0333-2402474, 0322-2083032, 9221-34141329, 9221-34857148, , info@3deducators.com, <http://www.3deducators.com>



MS PROJECT (PROFESSIONAL)

Getting started with PM software through hands-on, basic training. Participants will gain a thorough background in the concepts of planning and scheduling while learning MS Project. This course leads you through hands-on workshops that create and track an entire project to completion using the three basic elements of project management: schedule, resources, and costs.

Audience

- ✓ New users of MS Project

This course targets company senior management, department/functional heads, project managers and project team members in the successful planning, management, students and control of projects.

Prerequisite

- ✓ A working knowledge of Windows™.

COURSE OUTLINE:

All sections of the course are based on theoretical and practical knowledge with many examples of the application of project management in completing successful projects. The course is interactive with lectures using presentations, question and answer sessions, individual and group exercises, and a concluding test of the principles to reinforce the transfer of project management knowledge to the participants.

Course Length: 16 Hrs

MAIN HEADS

- Introduction

- Introduction (9 Areas)

- Project Management Frame Work

- Scope Management

- Time Management

- Cost Management

- Fundamentals of Project Management Establishing the Project & Coding Structures

- Developing the Schedule

- Software Introduction

- Project

CREATING PROJECT PLAN

➤ WORKING WITH PROJECT FILES

- Create a new project
- Base a new project on an existing project or a template

➤ CREATING THE PROJECT PLAN

- Establishing time limits
- Lining up your resources
- Looking at dependencies
- Establishing Basic Project Information
- Looking at Project Calendars
- Setting calendar options
- Setting schedule options
- Creating a new calendar
- Entering Tasks
- Adding Subtasks
- Saving Project Files
- Working with a Project Outline
- Copying tasks
- Displaying and hiding tasks

➤ Building Tasks

- Establishing Timing for Tasks
- Fixed-unit tasks
- Fixed-duration tasks
- Fixed-work tasks
- Effort-driven tasks
- Assigning Task Timing
- Using the Task Information dialog box
- Setting scheduling options
- Assigning a calendar to a task
- Creating milestones
- Timing for summary tasks
- Using Recurring Tasks
- Establishing Dependencies among Tasks
- Dependency types

➤ *Creating Resources and Assigning Costs*

- Understanding Resources
- How resources work
- How Project uses resource information
- How Project gathers cost information
- Creating a Resource List

- Modifying Resource Information
- Assigning a communication method
- Specifying resource availability
- Specifying a booking type
- Creating a generic resource and custom fields
- Adding notes to a resource
- Calendars and resources
- Modifying a resource's working hours
- Using Resources and Tasks
- Assigning resources to tasks
- Handling Unusual Cost Situations
- Looking at the project's cost
- Assigning a fixed cost to a task
- Assigning a fixed resource cost to a task

➤ ***Understanding the Basics of Views***

- What Is a View?
- Changing a table
- Changing a Details section
- Examining Indicators
- Admiring the Views
- Calendar
- Leveling Gantt
- Multiple Baselines Gantt
- Customizing Views
- Filtering Views to Gain Perspective
- Applying a filter to a view
- Creating custom filters
- Using AutoFilters
- Using grouping

➤ ***Modifying the Appearance of Your Project***

- Changing Project's Looks
- Using the Gantt Chart Wizard

➤ ***Resolving Scheduling Problems***

- Adding resources to tasks
- Using overtime
- Adding time to tasks
- Adjusting slack
- Changing task constraints
- Splitting a task
- Using the Critical Path to Shorten a Project
- Shortening the critical path

➤ **Resolving Resource Problems**

- *Understanding How Resource Conflicts Occur*
- Spotting Resource Conflicts
- Resolving Conflicts
- Changing resource allocations
- Switching resources
- Adding a task assignment to a resource
- Scheduling overtime
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads
- Automatic leveling
- To set a priority, follow these steps:
- To level tasks automatically, follow these steps:
- Manual leveling
- Redefining a resource's calendar
- Delaying tasks by leveling resource workloads

➤ **Tracking Your Progress**

- Understanding the Principles of Tracking
- Estimates versus actuals
- Using Baselines
- What is a baseline?
- Setting a baseline
- Changing the Baseline
- Adding a task to a baseline
- Using interim plans
- Clearing a baseline or interim plan
- Viewing Progress with the Tracking Gantt View
- Interpreting the Tracking Gantt view
- The Task Variance table
- The Task Cost table
- The Task Work table
- Understanding Tracking Strategies
- Tackling the work of tracking
- Keeping track of tracking

➤ **Recording Actuals**

- Updating Tasks to Reflect Actual Information
- Setting actual start and finish dates
- Recording actual durations
- Setting remaining durations
- Setting the Percent Complete value
- Setting work completed
- Using Actuals and Costs
- Using the Cost table for tasks
- Using the Cost table for resources

- Overriding resource cost valuations
- Techniques and Tips for Updating
- Tracking work or costs regularly
- Letting Project reschedule uncompleted work

➤ **Reviewing Progress**

- Using the Tracking Gantt view
- Using the Work table for tasks

3D EDUCATORS

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D Educators reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

3D EDUCATORS

ONLINE LIVE CLASSES FACILITY AVAILABLE

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to info@3deducators.com with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it info@3deducators.com. Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.
- If you are outside country or city then extra courier charges shall be incurred for Certificate.

PRECAUTIONARY MEASURES

- ✓ During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- ✓ Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- ✓ If you have taken the admission in the course online, ethically it is recommended and suggested that you only avail this facility.

- ✓ Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions.

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

DISTANCE NOT MATTER

You can join in the live classes Sessions of **3D EDUCATORS – TRAINERS & CONSULTANTS** from anywhere of the world.

CONTACT US:

9221-34141329

9221-34857148

0333-2402474

0322-2083032

info@3deducators.com

<http://www.3deducators.com>

(Get the Admission Form)

[Admission Form](#)

MANAGEMENT

3D EDUCATORS – TRAINERS & CONSULTANTS