

# Project Management by Using MS PROJECT 2007



**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**

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# Program Details

## Inauguration

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

## Program Structure

|                        |          |
|------------------------|----------|
| Duration of each class | 4-Hour   |
| Total Duration         | 16 Hours |

## Other Learning Activities:

|                           |   |
|---------------------------|---|
| Complete Project          | 1 |
| Presentations by Trainees | 1 |

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## **Program Topics and Time Allocation**

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The participants will cover the following syllabus:

Microsoft Project Management

## **About the Program Designer & Instructor**

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The “Project Management By Using MS Project 2007” 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.

**MICROSOFT PROJECT MANAGEMENT SOFTWARE**

# Microsoft Project

**Professional**



## **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:** 20 Hrs  
2 H / D  
2 D/W

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## **MAIN HEADS**

- Introduction
  
- PM 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

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## **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