

## Project Management by Using MS Project 2013

### Who can do?

- 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.

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INTL**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**

A black and white photograph of three business professionals (two men and one woman) looking at a document together. The image is partially obscured by a large red graphic element consisting of several overlapping, semi-transparent diagonal bands that sweep across the top and right sides of the page.

# MS Project Training Program

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## Table of Content

Detail

Inauguration

Structure

Topics & Time Allocation

About the Program Designer & Instructor

Syllabus



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## MS Project Training Program

# Program Details

### Inauguration

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

### Program Structure

No of classes per week      **01 Class**  
Duration of each class      **2- Hour**  
Total Duration                    **24 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

In Affiliation with





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## 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.



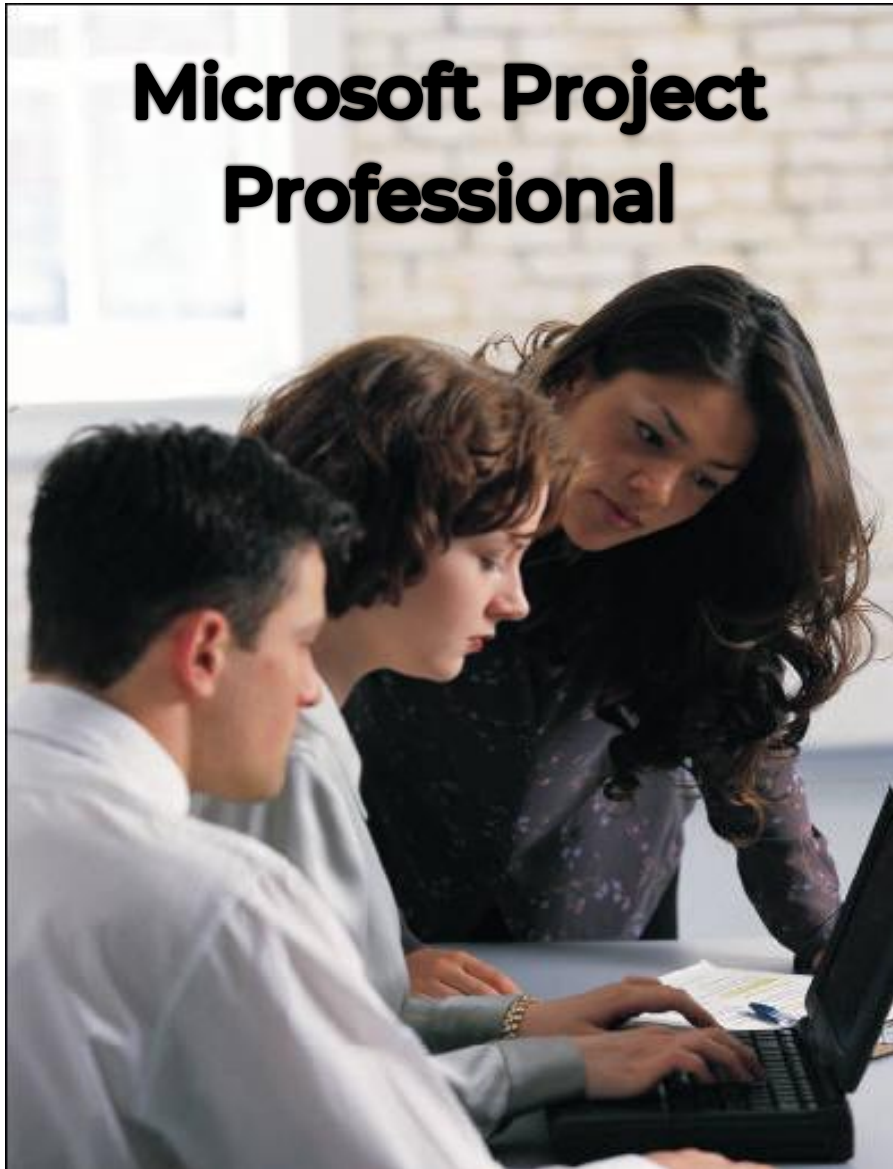
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# Microsoft Project Professional





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## 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



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## 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

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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



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## ➤ 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

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- 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

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## ➤ 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:
- Delaying tasks by leveling resource workloads

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- To level tasks automatically, follow these steps:
- Manual leveling
- Redefining a resource's calendar

## ➤ 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



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- 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



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## Terms & Conditions

### WITHDRAWAL FROM THE DIPLOMA/CERTIFICATION

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

### CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

### EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the Diploma – class participation, submission of assignments, quizzes and exercises.



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## MS Project Training Program

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the Diploma will be 60 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the Diploma:

|           |                 |
|-----------|-----------------|
| <b>A</b>  | <b>87 - 100</b> |
| <b>B+</b> | <b>81 -86</b>   |
| <b>B</b>  | <b>72 - 80</b>  |
| <b>C+</b> | <b>66 - 71</b>  |
| <b>C</b>  | <b>60 - 65</b>  |
| <b>F</b>  | <b>below 60</b> |



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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.



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## 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](mailto: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](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

## DISTANCE NOT MATTER

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

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## 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 lonely, then ethically it is recommended and suggested that you alone in the class.
- 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.

## CONTACT US

021-34141329, 0333-2402474  
021-34857148

info@3deducators.com

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

Get the Admission Form

[Download Form](#) 

**MANAGEMENT  
3D EDUCATORS  
TRAINERS & CONSULTANTS**



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### SAMPLE CERTIFICATE



# CERTIFICATE

*Invest In People the Only Asset that Appreciates...*

*The Certificate Witnesseth that*

**Dr. Muhammad Allama Iqbal**

*Has Successfully Completed the 32-Dours Training of the*

**"MS Project"**

Conducted By

**3D EDUCATORS - TRAINERS & CONSULTANTS**

From 22 Nov 2009 To 22 Jan 2010

CERTIFICATE ID: 3DCIA1010/5/2003093



Principal of Institute

globally recognized

Global Partner - International Management Research & Technology Consortium - IMRTC USA

Global Partner - PECB CANADA, Partner Institute of SDC - Government of Pakistan