

Effective use of Microsoft Project for Project Success

BASED ON EXHAUSTIVE EXPERIENCE OF WORKING ON MICROSOFT PROJECT

Introduction

This module is designed to make participants comfortable & confident in using Microsoft Project. It is not only learning the tool but also learning "Exploiting" the tool to suit the project needs. **Learn the Art and Science of managing projects with Microsoft Project!!**

Process Groups: Project Planning & Project Controlling

Knowledge Areas: Project Scope, Schedule & Cost Management

Who Should Attend: Project Managers, Project Leaders, Project Engineers, Project Assistants, Team Members, Administrators, Senior Officials, etc. involved in planning and implementation of projects from all sectors and disciplines.

Duration: 2 days (14 hours)

Learning Objectives

- Gain Project Management knowledge
- Gain a sound understanding of the Microsoft Project program
- Read and review the project schedule
- Learn the use and significance of various views, tables and reports
- Develop easy to track project schedule
- Track and analyze schedule progress by different methods
- Read and review the project schedule.
- Create-&-practice Schedule development & Schedule tracking checklists. The checklists are prepared considering practical situations
- Discussion on concept of Buffer Management using MS Project
- Multi-project scheduling with common resource pool (A Program scenario!)

Requirements: All participants need Microsoft Project (any version) installed on their machines.

COURSE OUTLINE

- ✓ Introduction & expectation setting
- ✓ Overview of MSP: What is MSP? , Objections against MSP
- ✓ Reading a schedule in MSP: Project statistics, auto filters & custom filters, "Viewing Work, Duration, Cost", Task usage view- overview, resource usage view- overview, sample case study and schedule reading assignment
- ✓ Writing/developing project schedule in MSP: Flow of writing a project schedule, Gantt view & formatting, task dependency types & significance, use of task entry view, task types & significance, task constraints, resource sheet details & significance, Project & resource calendars
- ✓ Resource allocation & leveling
- ✓ Concept of baseline, Understanding the process of changing the baseline
- ✓ Tracking/updating plan in MSP: Different ways of updating the plan, 'Tracking Gantt' view, Project Tracking assignment, scheduling & tracking checklists
- ✓ Project status reporting using MSP & concept of Buffer Management using MSP
- ✓ Scheduling multi-projects (program) using Microsoft Project

□□□