



Overview:

Microsoft Project is a flexible online solution for project portfolio management. It enables organizations to start, prioritize project portfolio investments and deliver the intended business value.

This course helps the participants to understand how to use MS Project in the Project Management Body of Knowledge, (PMBOK® Guide) – Fifth Edition, Project management Institute, Inc., 2013 process. Building project schedules, developing WBSs, and understanding Critical Path. Understand various report types and how to customize them Managing Resources and Multiple Projects. Resolve multi-project resource conflicts, keeping projects on track, develop baselines and Accurately represent project status.

Why should you learn?

With this project management software, you as a project manager can develop a plan, assign resources to tasks, track progress, manage the budget, and analyze workloads.

You can effectively manage your human resources by tracking their tasks. Importantly, you can make data driven decisions by equipping team members with the information they need to stay informed and make better decisions.

Learning Objectives:

At CADD Centre, we help you master the following features of MS Project:

- **Administration:** This module is used to add or remove users, and for creating custom scripts and automating processes.
- **Work Management:** A feature for easily managing and collaborating on work as a team without the structure of a project. It provides visibility into the work for planning and reporting purposes.
- **Demand management:** To gain visibility into projects, operational activities and every Session work and streamline project initiation and progression by applying appropriate governance and control.
- **Portfolio Analytics & Selection:** For effectively identifying, selecting, and delivering project portfolios that best align with an organization's business strategy and maximize ROI.
- **Resource Management:** For the delivery of results with the current workforce and planning for the future to manage surplus and deficits across a planning horizon.
- **Schedule Management:** To deliver projects on time with a map for execution and delivery framework to tracking progress and managing change.



- **Financial Management:** For adopting financial management processes and effectively tracking cost performance to ensure delivery within budget and that the portfolio realizes the forecasted benefits.
- **Time and Task Management:** For the utilization of a centralized and common approach to time reporting and task management.
- **Collaboration:** To strengthen team collaboration and improve project success with enterprise social capabilities, easy communication with instant messaging, team sites and other easy-to-use collaboration capabilities.
- **Issue and Risk Management:** To prevent, identify, and mitigate potential business or project-related risks and issues.
- **Reporting and Business Intelligence:** To collect, categorize, understand, and make decisions about project data and utilize business intelligence to provide visibility and decision support to proactively manage projects, programs and portfolios.

Learning Outcome:

- You will know how to effectively plan and manage tasks with the help of scheduling capabilities.
- You will know how to keep your teams organized in one location — their project site — where they can view project summaries, documents, tasks, newsfeeds and calendars.
- You will know how to create workflows and standardize project progression or rejection and improve governance and control.
- You will learn to accurately measure resource utilization and better manage resource allocation that aligns with your strategy
- You will know how to use summary dashboards to gain insights into all organizational projects.
- You will know how to give your team members and business partners the right level of access to project information.
- You will know how to develop and deliver applications to shave time off discrete processes or connect to any other third-party or proprietary software systems.

Microsoft Project 2016	Total Duration: 30Hours
Session 1	<ul style="list-style-type: none"> • Introduction about CADD Centre. • Introduction to project Management (PPM Concepts). • Introduction about MSP. • Features. • MSP 2010 -GUI. • CALENDAR <ul style="list-style-type: none"> ▪ Introduction to Calendar ▪ Types of Calendar ▪ Define the Calendar ▪ Assigning Calendar in Gantt chart ▪ Time Scale At a different Level ▪ Assigning Calendar to Project ▪ Calendar View
Session 2	<ul style="list-style-type: none"> • TASK AND ITS RELATIONSHIP <ul style="list-style-type: none"> ▪ Introduction about task ▪ Entering Tasks, duration ▪ Task modes ▪ Introduction about Relationship ▪ Types of dependency ▪ Lead and Lag ▪ Entering Dependencies In Various Ways ▪ Unlinking Tasks ▪ Introduction about Critical Path ▪ Slack ▪ Views • WORK BREAKDOWN STRUCTURE <ul style="list-style-type: none"> ▪ Introduction about WBS ▪ WBS Codes ▪ Types of WBS Codes

	<ul style="list-style-type: none"> ▪ Creation of WBS Code ▪ WBS Outline Codes ▪ About Summary Task, Sub Task • CONSTRAINTS <ul style="list-style-type: none"> ▪ Types of Constraint ▪ Working with constraints ▪ Resolving conflicts caused by constraints ▪ About deadline • Recurring Task <ul style="list-style-type: none"> ▪ Introduction about Recurring Task ▪ Procedure to set Recurring Task.
<p>Session 3</p>	<ul style="list-style-type: none"> • DEFINE AND ASSIGN RESOURCES <ul style="list-style-type: none"> ▪ About Resources ▪ Types of Resources ▪ About Resource Sheet ▪ Working with resource information dialog box ▪ About Task Types ▪ About Effort Driven ▪ Assigning Resources to tasks ▪ Remove Resource from Task ▪ Replace Resource from task ▪ Resource Calendars ▪ Way to Assign Resources ▪ Working with hyperlinks • RESOURCE ANALYSIS & LEVELING <ul style="list-style-type: none"> ▪ Resource Analysis ▪ Understanding in Gantt chart, Resource sheet. ▪ Resource graph analysis ▪ Different views to identify over allocated resources • Resource Levelling <ul style="list-style-type: none"> ▪ Understanding Resource levelling techniques ▪ Types of Levelling Resources ▪ Automatic and Manual methods of resource levelling
<p>Session 4</p>	<ul style="list-style-type: none"> • Tracking <ul style="list-style-type: none"> ▪ Introduction about Tracking ▪ Estimates Vs Actuals ▪ Introducing about Baseline ▪ Procedure to set Baseline

	<ul style="list-style-type: none"> ▪ Updating Tasks with Actual Information ▪ Entering a Task's Completion Percentage ▪ Update Task ▪ Updating entire project ▪ Set Status Date and Update Project ▪ Different Types of Percent Complete ▪ Comparative study of baseline and actual (Tracking Gantt chart) • EARNED VALUE ANALYSIS <ul style="list-style-type: none"> ▪ About Earned Value ▪ About Earned Value Fields ▪ Earned Value Table ▪ Analyzing variance, indicators and revising the schedule. • FILTERS & GROUPS <ul style="list-style-type: none"> ▪ Introduction about Filters ▪ Working with filters. ▪ Introduction about Group ▪ Working with Groups.
<ul style="list-style-type: none"> • Session 5 	<ul style="list-style-type: none"> • MULTIPLE PROJECTS <ul style="list-style-type: none"> ▪ Introduction about Multiple Projects ▪ Consolidating projects ▪ Resource Sharing ▪ Creating resource pool ▪ Sharing Resources Among Projects ▪ Compare Project ▪ Organizer • CUSTOMIZATION & FORMATTING <ul style="list-style-type: none"> ▪ Creating a Custom Field ▪ Graphical Indicator in Custom Field ▪ About Formatting ▪ Changing the Layout of The Gantt Chart • REPORTS <ul style="list-style-type: none"> ▪ Introduction about Reports ▪ Types of Reports ▪ Creating Text Reports ▪ Visual Reports ▪ Customizing standard reports

