Microsoft Project Workshop
2 Day Guided Intervention

Overview

In today's life everything is a project it can be small or big. Project duration can be for Years, Months or even can within hours or minutes. The concepts like Resource Management, Calendars, and Dependencies between tasks, Finding Critical path, Cost Analysis, Budget and linking of projects can be done within minutes. However, a tool is only as good as the person wielding it. Understanding how Project fits in the context of a typical project is important to using it successfully. This one day workshop enables you to use it successfully.

A project is complete when it starts working for you, rather than you working for it. Scott Allen…. **MS Project will start working for you**

Objective

To impart Awareness of Advanced concept in MS Project towards **building, managing, tracking, Cost Analysis, Resource Management, Budgeting, Linking and Consolidating,** all types of Project and to **Export and Import data** from other software like MS Excel.

Target Audience

All the people who works, want to handle the Database Management.

Methodology:

- LCD presentation of the concepts with examples and lecture
- Exercise based notes will be provided.
- Interaction with some live examples
- Each participants with the individual computer (with latest configuration and pre-loaded with MS Project)
- Immediate practice of projects
- Live assignment of project

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Page 1 of 5

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Key Takeaways:

This workshop has designed a one-day course to benefit all the levels of Executives& project managers with the objective providing them a clear understanding and mastering of MS Project to create, manage and handle the Project effectively.

Content Outline:

- Project Management Overview
- Building a Project Plan
- Editing the project information
- Working with Task
    - o Creating
    - o Exploring Task Views
    - o Adding **Dependencies**
    - o **Duration &**
    - o **Task Mode**
- Manipulating the duration with days, weeks, months and etc.
- Tips, Tricks and Shortcut keys
- Types of **Views and Tables**
- Finding **Critical Path and Slack**
- Customizing the Gantt Chart and spread sheet
- Modifying the view
    - o Adding and hiding new fields
    - o Creating a customized fields
    - o Formulas and function in customized field
    - o Adding the customized field in view
    - o Conditional formatting in the field
- Network diagram and Calendar
- Using Sorting, Filtering and Grouping
- Customizing the view, schedule and task
- Working with **Calendars**
    - o Using the default calendar (Standard, 24 hours & Night Shift)
    - o Creating your own calendar

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Page 2 of 5

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- o Working with work week and exceptions
- o Assigning the calendar to project and task
- o Calendar for Time scale
- o Sharing the calendars
- Working with Time Scale
  - o Changing the wizard
  - o Customizing the Tier
  - o Zooming
- **PERT** Analysis (Finding the estimated duration by multiple inputs)
- Outlining **WBS** Codes (Creating Summary and Sub Task)
  - o Types of dependencies
  - o FS, SS, FF & SF
  - o Use the lag by duration and percentage
  - o Add dependencies by task information or split
- Other options in task
  - o Creating task by elapsed duration
  - o Recurring task
  - o Creating mile stones
  - o Creating dead line
- Using the **constraints**
  - o Flexible
  - o Semi Flexible
  - o In Flexible
- **Managing Resource**
  - o Types of resource
  - o Create Resource
  - o Grouping
  - o Using Material Label
  - o Cost
  - o Allocation
  - o Sharing
  - o **Resources Leveling** (handling the over allocation)

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Page 3 of 5

- **Report by resources**
    - Who does what
    - Who does what and when
    - To do list
    - Over allocated resources &
    - Work load
- **The Big Three -- Golden Triangle** (Fixed Duration, Fixed Units and Fixed Work)
- **Report by pictures**
- **Report for Cost**
    - **Cash Flow**
    - **Budget and Over Budget**
    - **Earned Value analysis**
- **Using and creating templates**
- **Tracking** project status (Base line method)
    - Updating the task and project (by Fixed cost, Actual Cost, Work and Duration)
    - Comparing Plan Vs Actual
    - Finding WIP (Work In Progress)
- **Forecasting the project by status date or progress line**
- **Exporting and Importing data** Excel and Project
- **Working with multiple project (**Linking and Consolidating Projects)
- Reports
    - Visual Report
    - Customization
- Working with Global Setting (Schedule, Display, Organizer)

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Page 4 of 5

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