MS Project

Mode: Classroom

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Duration: 40 hours

Pre-requisite:

- Basic of Ms Office

1. **Training Topics**

   - Creating a new Project Plan

   - Setting up Calendars

   - WBS tasks and its grouping

   - Estimating Task/Activity duration

   - Setting Milestones

   - Linking Tasks

   - Setting predecessors

   - Task Constraints and deadlines

   - Applying Leads & Lags

   - Assigning/Adding resources

   - Task Assignment Views

   - Entering cost details

   - Computing project cost

   - Network Diagram

   - PERT estimation Technique

   - Critical Path Method

   - Managing risks using buffer

   - Optimizing for Time and Cost

   - Schedule Crashing

   - Resource Leveling

- Saving project baselines

- Tracking the progress

- Key parameters to monitor

- Rescheduling incomplete work

2. Trainer

Experienced Project Manager with 15+yrs of experience having worked with IBM & PWC, extensively used MS Project for Project Planning activities

3. Training Deliverables –

PowerPoint Slides, Microsoft References

4. Duration, Methodology

a. Duration – 24hrs
b. Methodology – Workshop style with participants doing hands-on practice after the session