

**Course Title: Microsoft Project (Version : 2007)**

**Duration: 2 days**

Microsoft Project is a popular and powerful tool for project planning and monitoring. This two-day program provides detailed exposure to various features and aspects of MS Project that can simplify the job of project managers to handle the complexities of managing single and even multiple projects.

### Program Objectives

On completion of this program, the participants will be able to do the following:

- Define projects, tasks and resources
- Plan the utilization of resources
- Resolve resource over-allocation
- Work with task and resource constraints
- Use various views to analyze the project information in different ways
- Plan and track resources across multiple projects

### Audience

This program is meant for project managers and team leaders who are responsible for creating project plans, and managing and monitoring the projects and their status.

The participants should be well-versed with working in Microsoft Windows environment. Familiarity with the basic concepts of project management would be desirable.

### Day-wise Break-up

Day	Module	Topic
Day 1	Module 1	Getting Started
	Module 2	Tasks
	Module 3	Resources
Day 2	Module 4	Reviewing and Tracking the Project Plan
	Module 5	Views and Reports
	Module 6	Working with Multiple Projects

## Course Outline

### Module 1: Getting Started

- Understanding project management terminology
- Different views in Microsoft Project
- Defining a project
- Defining general working timings and working days

### Module 2: Tasks

- Creating tasks
- Summary tasks and sub tasks
- Milestones and recurring tasks
- Task constraints
- Task Relationships
- Lag times and lead times
- Multiple Level of Undo
- Recalculation Change Highlighting
- Task Investigator

### Module 3: Resources

- Creating resources
- Cost Resources
- Customized calendars for different resources
- Defining working time and availability for resources
- Entering costs for resources
- Assigning resources to tasks
- Identifying and correcting resource over-allocations
- Resource availability graphs

### Module 4: Reviewing and Tracking the Project Plan

- Creating baselines
- Having multiple baselines for a project or for selected tasks
- Comparing versions
- Working with interim plans
- Tracking the project status
- Recording actual work for tasks
- Rescheduling uncompleted work
- Comparing actual details with the project baseline
- Checking or controlling progress
- Updating project progress

### Module 5: Views and Reports

- Using filters
- Creating custom filters
- Groupings in custom views
- Creating reports
- Creating custom tables
- Communicating project information
- Sharing custom views with the Organizer
- Sharing project information with other applications
- Using drawing tools
- Adding hyperlinks to tasks
- Desktop Reporting
- Enhancements in Calendar and Gantt chart views

### Module 6: Working with Multiple Projects

- Master projects and sub projects
- Working with resource pool
- Creating relationships between tasks in master projects and sub projects