

Using Microsoft Project 2010 for Effective Project Scheduling (A Practical and competency enhancing Workshop)

(Two day Workshop)

About the Course

This two-day course is essential for those who want to acquaint themselves with Microsoft Project 2010 and to use the tool to effectively plan and schedule their project. The course commences with a discussion on the principles of project management in line with those suggested by the PMI®.

The course covers all aspects of Project scheduling, monitoring and tracking, together with how these techniques can be applied in a given project context using Microsoft Project 2010. There are no pre-requisites and people from any domain or industry can attend this 2-day course.

The theory presented during the course is supported by a number of practical exercises and case study that demonstrate the effective use of Microsoft Project 2010.

Workshop objectives

- ❖ To become part of a small selected group of professionals who are well versed with the different features of Microsoft Project 2010
- ❖ A clear understanding of the features of the Microsoft Project 2010 along with their effective usage in projects
- ❖ Learn the techniques to create a detailed project schedule based on project priorities
- ❖ Ability to learn the tool details so as to maintain the project details practically and effectively
- ❖ An exposure to the good practices associated with the usage of the tool in real life problem solving scenario

Workshop Contents

The two day workshop would cover the topics as noted below.

Introduction

- About Projects
- Project Management concepts
 - Project Planning
 - Project Monitoring
- Project Management Challenges

Getting Started

- Getting familiar with MS Project interface
- Introducing the Project Backstage
- Navigating the user interface

Project Plan preparation

- Creating a new Project Plan
- Setting up the default project environment
- 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

Adding Resources

- Setting up resources
- Applying resource attributes - type, cost, availability, ...

Task Assignment

- Assigning resources
- Adding additional resources
- Task Assignment Views

Project Costing

- Entering other cost details
- Computing project cost

Fine tuning task details

- Network Diagram
- Critical Path Method
- Managing risks using buffer
- Optimizing for Time and Cost
- Schedule Crashing

Resources tuning and leveling

- Optimizing for resources
- Resource Leveling

Progress tracking and monitoring

- Saving project baselines
- Tracking the progress
- Key parameters to monitor
- Rescheduling incomplete work

Reporting and Customization

- Generate different levels of project reports
- Customize Tables
- Customize Views
- Visual Reports

The EVM Reporting

- Earned Value Management technique
- EVM Cost Indicators
- EVM Schedule Indicators

Advanced features

- Extracting data from MSP
- Managing multiple projects
- Using Common resource pool
- Organizer and Macros

There would be exercises and case studies at appropriate junction points to elaborate and understand the concepts