Microsoft Project

Aug 12 – 13, 2024   **PIM, Karachi**   **Rs. 31,000/=**

Course Description

Learn Project Scheduling, Costing and Tracking Best Practices using MS Project 2016.

Microsoft Project 2016 is a great tool to help any business professional manage their projects from beginning to end. In this course, you will learn how to use Project 2016 to organize and complete your projects more efficiently than ever. This training empowers project managers to control project schedules, resources, and finances.

LEARNING OUTCOMES

- Be able to create project schedules and budget.
- Become more effective by meeting deadlines and constraints.
- Be more efficient in resource assignments & management.
- Manage your projects proactively by tracking progress.

WHO MUST ATTEND?

- Novice and experienced project managers and schedulers.
- Individuals involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing of projects.
- Anyone using Microsoft Project but has not taken formal training in MS Project.

COURSE CONTENTS:

- **Getting Started with Project**
  - Exploring Ribbon
  - Setting up Calendar
  - Entering Project Properties
- **Building Project Schedule**
  - Implementing Work Breakdown Structure (WBS)
  - Entering Tasks & Estimating Durations
  - Defining Relationships
  - Project's Critical Path & Dependency Diagram

- **Setting Up Resources**
  - Setting Up People / Equipment / Material Resources
  - Assigning Resources to Tasks
  - Calculating Project Budget
  - Analyzing Cost Incurred on Each Resource Type
- **Tracking Progress**
  - Saving a Project Baseline
  - Tracking a Project as Scheduled
  - Entering Actual Values for Tasks
- **Managing Resource Issues**
  - Viewing Resource Workloads and Task Assignments
  - Analyzing Resource Conflicts using Resource Graph
  - Setting Leveling Options
- **Advanced Task Properties**
  - Defining Lead and Lags
  - Recurring Activities & Split Tasks
  - Setting up Deadlines and Constraints
  - Adding Notes to Task
- **Advanced Resource Properties**
  - Working with Multiple Cost Tables
  - Creating and Assigning Resource Calendars
  - Setting up Resource Constraints
- **Managing Multiple Projects**
  - Working with Master-Detail Project Structure
  - Managing External Dependencies
  - Crating & Using Resource Pools
- **Using Project Reports**
  - Using Project Dashboard Reports
  - Customizing Existing Reports
  - Saving and Sharing Custom Reports

FOR DETAILS AND REGISTRATION

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