

MICROSOFT OFFICE PROJECT - SYLLABUS

| Sessions | Description |
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| Session 1 | <p>1. INTRODUCTION</p> <ul style="list-style-type: none"> a. Introduction to CADFORUM and PPM b. Project c. Examples of project d. Project Triangle e. Project Management f. Life Cycle g. Project Phases h. Project Stakeholders i. General Management skills j. Knowledge Areas k. Software's in project management l. PMI (project management institute) m. Certifications <p>2. INITIATION</p> <ul style="list-style-type: none"> a. Project initiation b. Project justification c. Project selection criteria d. Project selection methods e. Project manager f. Project charter <p>3. PLANNING</p> <p>4. Core processes</p> |

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| | <ul style="list-style-type: none"> a. Scope planning definition b. Scope definition c. Activity definition |
| Session 2 | <ul style="list-style-type: none"> A. Resource planning B. Activity sequencing C. Activity duration estimating D. Cost estimating E. Risk planning F. Schedule development G. Cost budgeting H. Project plan development <p>2. Facilitating process</p> <ul style="list-style-type: none"> A. Organizational planning B. Staff acquisition C. Risk identification D. Procurement planning E. Solicitation planning F. Communication planning G. Quality planning |
| Session 3 | <p>1. EXECUTION</p> <ul style="list-style-type: none"> A. Project plan execution B. Team development C. Information distribution D. Quality assurance E. Solicitation |

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| | <ul style="list-style-type: none"> F. Source selection 2. CONTROLLING <ul style="list-style-type: none"> A. Performance reporting B. Integrated change control 3. Scope control <ul style="list-style-type: none"> A. Schedule control B. Cost control C. Quality control D. Risk monitoring & control 4. CLOSURE <ul style="list-style-type: none"> A. Project endings B. Contract close out C. Administrative close out |
| Session 4 | <ul style="list-style-type: none"> 1. Introduction of PPM 2. Project Triangle 3. Introduction to Microsoft Project <ul style="list-style-type: none"> A. Features and Advantages B. Exploring MS Project window C. Understanding views 4. Starting new project file <ul style="list-style-type: none"> A. Setting project information B. Setting Project properties 5. Calendar definition <ul style="list-style-type: none"> A. Introduction to base calendars B. Defining new calendars for project C. Editing project working time |

- D. Setting project calendar
- E. Working with timescale
- 6. Task definition
 - A. Milestones and Recurring tasks types
 - B. Entering tasks in project
 - C. Editing tasks list
 - D. Using task forms
 - E. Estimated and Elapsed durations
- 7. Scheduling tasks
 - A. Different methods of linking tasks
 - B. Setting lag and lead time between tasks
 - C. Setting task calendar
 - D. Determining critical path (CPM) for project
 - E. Estimating Project start/end date and duration
- 8. PERT Analysis
 - A. Working with PERT Entry sheet
 - B. Setting PERT weights
 - C. Determining Expected duration for task
 - D. Preparing schedule
- 9. Work Breakdown Structure
 - A. Customizing WBS Code
 - B. Outlining task list – Summary and Subtasks
 - C. Indenting and Out denting
 - D. Outline numbers for tasks
 - E. Recurring tasks
- 10. Constraints

- A. Working with constraints
- B. Resolving conflicts caused by constraints
- C. Setting deadline dates

11. Defining Resource

- A. Preparing resource sheet
- B. Resource Classifications
- C. Resource Calendars
- D. Cost rate tables of resource
- E. Working with resource information dialog box
- F. Understanding resource scheduling

12. Assigning Resources to tasks

- A. Working with Assign Resources dialog box
- B. Assigning material resources
- C. Effort driven scheduling
- D. Understanding task type to control calculation

13. Analyzing Resource Distribution

- A. Understanding resource usage and task usage views
- B. Contouring resource assignments
- C. Assigning overtime work
- D. Resource graph analysis
- E. Study of over allocation of resources
- F. Different methods to identify over allocated resources

14. Resolving Over allocation

- A. Understanding Resource leveling techniques
- B. Concepts of stretching, crunching and splitting
- C. Automatic and Manual methods of resource leveling

D. Comparative study – Leveling Gantt chart

15.Optimizing Project Plan

- A. Reviewing schedule
- B. Filtering tasks and Resources
- C. including fixed cost values
- D. Estimating cost for task/project
- E. Saving Baseline plan

16.Tracking progress

- A. Updating actual performance (work and cost)
- B. Updating individual task
- C. Updating entire project
- D. Displaying progress line progress lines
- E. Comparative study of baseline and actual (Tracking Gantt chart)
- F. Analyzing variance and revising the schedule

17.Performance Measurement

- A. Study of cost table
- B. Analyzing variances in cost
- C. Earned Value Analysis
- D. Evaluate project performance (schedule and cost)

18.Multiple Projects

- A. Creating resource pool
- B. Sharing resources from resources pool
- C. Consolidating projects
- D. Establishing cross project links
- E. Saving workspace

19.Printing Views and Reports

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| | <ul style="list-style-type: none"> A. Formatting and printing the usage views B. Working with assignments and Workload reports C. Customizing standard reports |
| Session 5 | <ul style="list-style-type: none"> 1. Importing and exporting data <ul style="list-style-type: none"> A. File formats supported by MS Project B. Copying data's between applications C. Object linking and Embedding D. Working with hyper links 2. Review & Test |



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