Course: Microsoft Project

Course Description

This course provides the students with the knowledge and skills required for using Microsoft Project Professional students will learn the project management concepts and various other functions of the software. It covers the detailed description of all basic concepts, functions, and tools needed to manage small to medium sized projects.

1. *Class and Lab Hours: 50 (35 Theory, 15 Lab)*
2. *Prerequisite: Need to be an engineer with basic knowledge of Project Planning.*

Course Objectives

Upon completion of the course, trainees/students will be able to:

1. *Understand the concepts of project planning using Microsoft Project.*
2. *Know how to identify, organize and manage tasks, resources required to complete a project under the constraints of time and cost to achieve a final project target.*

Major Instructional Areas

3. *Understand the discipline of project management*
4. *Create calendars and tasks*
5. *Understand tasks relationship*
6. *Define and assign resources*
7. *Understand Manual Schedule vs. Automatic Schedule*
8. *Manage, track, and update the project*

Evaluation:

There will be one exam that every trainee/student must pass with at least 75% or more to get a certificate of completion from BIMNCAD.

Detailed Course Outline

Unit Heading	Unit Outcomes	Unit Topics
1. Understanding MS Project and Calendar	• The basics of MS Project • To work with Calendar	• Introducing MS Project • Creating a New Project Calendar • Setting the default working Hours Week • Altering Hours of Working Day • Setting additional Non-Working Days. For e.g. Bank Holidays • Applying a calendar to the project
2. Creating and Linking Tasks	• To work with the Tasks • To work with the Predecessors and Successors	• Creating tasks, set durations and creating milestones • Scheduling – Manual and automatic • Viewing and editing task information • Understanding the indicator column • Creating summary tasks • Linking and unlinking tasks, and Link types • Creating the Predecessors and Successors • Adding notes
3. Understanding Critical Path and navigating Project view	• To work with the Slack Time • To work with the Project view	• Theory of Critical Path • Showing the Critical Path • Using the Zoom tools to change timescale • Viewing the timeline • Splitting views • Adding tasks to timeline • Formatting Time-scale • Switching view to Calendar View • Switching view to Network • Drawing Diagrams • Switching view to Gantt Chart
4. Assigning Resources	• To work with the resources • To work with cost rate tables • To work with the Resource Calendars	• Creating resources and resource types • Creating Resource Calendars • Assigning Resources and Level Resources • Setting costs, standards and overtime • Viewing Resource Information dialog box? • Creating and editing cost rate tables • Viewing and editing fixed task costs
5. Task Constraints and Task Management	• To work with the Constraints • To work with the units & duration	• Viewing and editing general (default) constraints • Assigning Deadlines • Removing deadlines/constraints • Assigning duration and units

6. Project Costing	• *To work with the Project Costs* • *To work with the Project Statistics*	• *Working with resource costs* • *Working with the duration* • *Viewing Project Statistics for project cost and duration* • *Viewing cost table (Gantt view)* • *Identifying over allocations* • *Dealing with over allocations*
7. Tracking	• *To work with the baseline*	• *Setting a baseline* • *Clearing a baseline* • *Marking tasks % complete* • *Using the tracking Gantt to spot slippage* • *Rescheduling workload* • *Sorting, grouping, and filtering data* • *Applying grouping levels* • *Using the AutoFilter* • *Using In-built filters for filtering* • *Working with the Table Usage*
8. Producing Reports	• *To work with the Project Reports*	• *Running Task Usage reports* • *Running Current Activities reports* • *Running Costing reports* • *Running Work load reports* • *Running visual reports to Excel* • *Running Custom reports*

Suggested Learning Approach

In this course, you will study individually or within a group of your peers. As you work on the course deliverables, you are encouraged to share ideas with your peers and instructor, work collaboratively on projects and team assignments, raise critical questions, and provide constructive feedback.