Part 1: A brief about Project Management Concepts

- ➢ Understand Project Management Concepts
- ➢ Understanding the requirements
- ➢ Importance of Archiving Information

Part 2: Getting Started with Project

- ➢ Managing Your Projects with Project
- ➢ Starting Project Professional
- ➢ Exploring Views
- ➢ Exploring Reports
- ➢ Creating a New Project Plan
- ➢ Setting Nonworking Days
- ➢ Entering Project Properties
- ➢ Key Points

Part 3: Creating a Task List

- ➢ Entering Tasks
- ➢ Estimating Durations
- ➢ Entering a Milestone
- ➢ Organizing Tasks into Phases
- ➢ Linking Tasks
- ➢ Documenting Tasks
- ➢ Checking the Plan's Duration
- ➢ Key Points

Activity 1

Part 4: Setting Up Resources

- ➢ Setting Up People Resources

- ➢ Setting Up Equipment Resources
- ➢ Setting Up Material Resources
- ➢ Setting Up Cost Resources
- ➢ Entering Resource Pay Rates
- ➢ Adjusting Working Time for Individual Resources
- ➢ Documenting Resources
- ➢ Key Points

Part 5 : Assigning Resources to Tasks

- ➢ Assigning Work Resources to Tasks
- ➢ Assigning Additional Resources to a Task
- ➢ Assigning Material Resources to Tasks
- ➢ Assigning Cost Resources to Tasks
- ➢ Key Points

Part 6: Formatting and Printing Your Plan

- ➢ Creating a Custom Gantt Chart View
- ➢ Drawing on a Gantt Chart
- ➢ Formatting Text in a View
- ➢ Formatting and Printing Reports
- ➢ Key Points

Day 1 - Post Lunch

Part 7: Tracking Progress on Tasks

- ▫ Saving a Project Baseline
- ▫ Tracking a Project as Scheduled
- ▫ Entering a Task's Completion Percentage

- Entering Actual Values for Tasks

- Key Points

Part 8: Fine-Tuning Task Details

- Adjusting Task Relationships

- Setting Task Constraints

- Viewing the Project's Critical Path

- Interrupting Work on a Task

- Adjusting Working Time for Individual Tasks

- Changing Task Types

- Entering Deadline Dates

- Entering Fixed Costs

- Setting Up a Recurring Task

- Key Points

Part 9: Fine-Tuning Resource and Assignment Details

- Entering Multiple Pay Rates for a Resource

- Setting Up Pay Rates to Apply at Different Times

- Setting Up Resource Availability to Apply at Different Times

- Delaying the Start of Assignments

- Applying Different Cost Rates to Assignments

- Entering Material Resource Consumption Rates
Key Points

Part 10: Fine-Tuning the Project Plan

➢ Examining Resource Allocations over Time

➢ Manually Resolving Resource Overallocations

➢ Leveling Overallocated Resources

- ➤ Examining Project Costs

- ➤ Checking the Project's Finish Date

- ➤ Key Points

Day-2

Part 11: Organizing and Formatting Project Details

- ➤ Sorting Project Details

- ➤ Grouping Project Details

- ➤ Filtering Project Details

- ➤ Customizing Tables

- ➤ Customizing Views

- ➤ Key Points

Part 12: Printing Project Information

- ➤ Printing Your Project Plan

- ➤ Printing Views

- ➤ Printing Reports

- ➤ Key Points
- ➤ Copying and Pasting with Project

  Opening Other File Formats in Project

  Saving to Other File Formats from Project

  Generating a Project Summary Report for Word, PowerPoint, or Visio

  Generating Visual Reports with Excel and Visio

  Key Points

  Updating a Baseline

  Tracking Actual and Remaining Values for Tasks and Assignments

  Tracking Timephased Actual Work for Tasks and Assignments

Rescheduling Incomplete Work

Key Points

Identifying Tasks that Have Slipped

Examining Task Costs

Examining Resource Costs

Reporting Project Cost Variance with a Stoplight View

Key Points

Part 13: Sharing Project Information with Other Programs

Activity 3

Part 14: Tracking Progress on Tasks and Assignments

Part 15: Viewing and Reporting Project Status

Part 16: Getting Your Project Back on Track

- ➢ Troubleshooting Time and Schedule Problems
- ➢ Troubleshooting Cost and Resource Problems
- ➢ Troubleshooting Scope-of-Work Problems
- ➢ Key Points

Part 17: Applying Advanced Formatting

- ➢ Formatting a Gantt Chart View
- ➢ Formatting the Network Diagram View
- ➢ Formatting the Calendar View
- ➢ Key Points

Activity 4

Day 2 - Post Lunch

Part 18: Measuring Performance with Earned Value Analysis

- ▫ Viewing Earned Value Schedule Indicators

- ▫ Viewing Earned Value Cost Indicators

- ▫ Generating an Earned Value Visual Report

- ▫ Key Points

Part 19: Customizing Project

- ▫ Sharing Custom Views and Other Elements Between Project Plans

- ▫ Recording Macros

- ▫ Editing Macros

- ▫ Customizing a Toolbar

- ▫ Key Points

Part 20: Consolidating Projects and Resources

- ➢ Creating a Resource Pool

- ➢ Viewing Assignment Details in a Resource Pool

- ➢ Updating Assignments in a Sharer Plan

- ➢ Updating a Resource's Information in a Resource Pool

- ➢ Updating All Plans' Working Times in a Resource Pool

- ➢ Linking New Project Plans to a Resource Pool

- ➢ Opening a Sharer Plan and Updating a Resource Pool

- ➢ Consolidating Project Plans

- ➢ Creating Dependencies Between Projects

- ➢ Key Points