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Alldimension Academy

M.S.Project Course Details

(Duration 30 Hours)

Introduction to Project Management
Project Management Basics
Techniques of Project management (CPM, PERT Networks)

- The Nature of Projects.

Exploring the Microsoft Project Environment

Getting Your Project Going

- Creating a New Project
- Building Tasks
- Copying / Pasting tasks & Automatic Linking

Understanding the Scheduling techniques

- Relationships (FS, FF, SS, SF)
- Linking, Slacks etc.

Refining Your Project

- Understanding the Basics of Views
- Using Calendars
- Grouping of tasks by Indenting
- Work Break Down Structure (WBS)

Creating Resources and Assigning Costs

- Budgeting Reports
- Resource Curves
- Resource Levelling for Overallocation

Tracking your Project Progress

- Understanding Tracking
- Recording & Updating Progress
- Reporting on Progress

Advanced techniques

- Filtering tasks
- Sorting
- 'S'-Curves techniques

Customizing Microsoft Project

- Creating Layouts
- Creating new fields

Test, Quiz, Discussions

Note: You will be given 4 projects during the course and if needed you can bring your own project and we will provide you assistance.