



Proactive Professional Project
Management Services
SBU of VINSYS



Explore MS Project in Project Management- Advance Level

Based on exhaustive experience of working on Microsoft Project



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Branch Offices :

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Introduction:

This module is designed to make participants comfortable & confident in exploiting the tool to suit their project needs. It will provide an insight to the new features of MS Project2007.

Learning Objective:

- Develop an easy to track project schedule in Microsoft Project 2007.
- Learn the use and significance of various views, tables and reports.
- Track and analyze schedule progress by different methods.
- Use the new features of MS Project 2007 for web discussions, issue tracking & portfolio analysis.

Process Group:

- Planning
- Executing
- Monitoring & Controlling

Knowledge Area:

- Project Scope Management
- Project Time Management
- Project Cost Management

Prerequisite:

This course is designed for those who have some project management knowledge and Preliminary knowledge of Microsoft Project.

H/w S/w Reqd.:

At-least 10 networked computers; assuming 10 participants will be present. Ideally each participant should have a machine. LCD and a computer should be available to the trainer faculty. All the machines should be loaded with MS Project 2007. Project server should be installed on one of the machines.



Duration:

2 days

Course Outline:

- Overview Of MSP: What is MSP? , Objections against MSP, Why MSP? Introductory test on MS Project.
- Developing a schedule in MSP 2007 using the Project Guide: Flow of writing a project schedule, Gantt view & formatting, Task dependency types & significance, use of task entry view, Task types & significance, Task Constraints, Resource sheet details & significance, Project & Resource Calendars, Resource Allocation,
- Tracking a project schedule in MSP 2007: Concept of Baseline, getting feedback from the resources -Timesheets, different ways of updating the plan, 'Tracking Gantt' view, concept of 'Progress Lines', saving interim plans, Project Tracking assignment.
- Reporting: Reports in MS Project, Printing Gantt chart, note on customization, customizing MS Project.
- Introduction to new features in Project 2007.

Product Overview

(MS Project standard, Professional, Web access client & Project server).

Understand the difference between the **Workgroup mode & the Enterprise mode** for project server.

Understand Project **Server architecture**.

Describe the new features of all the products of MS Project 2007.

Describe hardware & software requirements for the two server modes.

Save time with automated e-mail notifications of project updates, upcoming milestones, issues and more that contain direct links to project plans.

Centrally store and organize project-related documents and track issues using the **Documents Sharing & Issue tracking features**.

Use MS Project or Web browser to view **portfolio of projects** or resource utilization & availability across the project portfolio using the **Project Centre & Resource Centre Views**.

Use Web access to create a to-do-list.

Enterprise features for managing enterprise resources & projects