

INSTITUTE FOR MIS & ANALYTICS

Managing Projects using MS Projects

- **Introduction to Microsoft Project**
 - Introduction to the various tool bars and their use
 - Creating New Project
 - Using the project guide
 - Setting Non-Working Days
 - Setting Project Options
 - Introduction to MS Project
- **Introduction to Project and Project Management**
 - Introduction to PM Concepts
- **Defining Resources**
 - Setting Up People and Adjusting Availability
 - Setting Up Equipment and Material
 - Entering Pay Rates
 - Assigning a Resource to a Task
 - Adjusting individual resources and Assigning resources
 - Viewing and Resolving over allocations
 - Assigning Material Resources
 - Setting Constraints
 - The Critical Path
 - Changing/Deleting Calendar for Tasks and Timeline
- **Defining Tasks**
 - Creating Work Breakdown structures
 - Setting up a Task
 - Setting up a recurring Task
 - Inserting, Importing and Deleting Tasks
 - Entering repeat information in multiple tasks at once
 - Entering Task Notes
 - Linking URL to a task
 - Estimating Duration
 - Setting Elapsed Time
 - Defining Summary Task, Indenting and Out denting tasks to n levels under Summary task
 - Setting up using Milestones / why milestones are useful
 - Organizing Phases
 - Defining Task Relationship
 - Linking Tasks
 - Lag and Lead Time

- **Setting Base line and Tracking Project Progress - I**
 - Linking Summary Tasks
 - Saving a Baseline
 - Tracking Project Schedule
 - Entering a Completion Percentage
 - Entering Actual Completion Values
 - Updating the Baseline
 - Checking Project Duration
 - Interrupting Work (Split Task)

- **Setting Base line and Tracking Project Progress - II**
 - Changing Task Types
 - Entering Deadlines and Fixed costs
 - Comparing progress in the Tracking Gantt against baseline

- **Formatting Project Details**
 - Sorting, Grouping and Filtering Project Details
 - Customizing Tables and Views

- **Working with Multiple Projects**
 - Sharing Resources across Projects
 - Setting up resource pool in a pool file
 - Picking up resources in multiple projects from the pool file

- **Printing & Viewing**
 - Project Views and Printing Views
 - Generating and Printing Reports
 - Visual Reports and Customised Reports
 - Page Setup from the print preview option
 - Show View Bar
 - View Calendar, Gantt Chart, Network Diagram, Tasks usage, Tracking Gantt, Resource sheet, Resource usage
 - View Hide Task Outline Numbers
 - Insert (View) Hide Various Information Columns
 - Expanding Contract the timeline view on the right
 - Many more Views