

MS Project



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Introduction

Microsoft Project is a project management software product, developed and sold by Microsoft. It is designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.

Companies across industry verticals are looking for formally trained/certified Microsoft® Project staff for Planning, Monitoring, and Control of projects.

Objective

At the end of the training program, you would be able to:

- Understand basics of project Management
- Create plans at the level of detail that is appropriate for your project
- Create, standardize, and manage your Work Breakdown Structure (WBS)
- Create and manage your tasks, costs, work, and resources
- Communicate and collaborate with team members
- Track and monitor project performance throughout its life-cycle
- Create your control thresholds to monitor effectively
- Create schedule and cost forecasts more accurately
- Create customized graphical reports as per the requirements of the stakeholders
- Create dashboards of your project
- Work on multiple projects and manage them successfully

Who should attend

This program is most suitable for Project staff like:

1. Project Managers/Project Leaders, Business Analysts, Consultants, Software Professionals
2. Project Planners, Delivery Leaders/Managers, Project Directors, Program Managers
3. Manager/Head Information Technology
4. Civil Engineers, Research & Development Professionals
5. Project Administrators/Coordinators
6. PMP® Certified Project Staff
7. Individuals having working knowledge of the previous version of Microsoft® Project software





Course Outline

Introduction to Project Management

- Introduction to Project
- Introduction to Project Management
- Project Lifecycle
- Project Constraints

Initializing Project

- Create a new project.
- Create and maintain calendars.
- Create custom fields.
- Customize option settings.

Creating a Task-Based Schedule

- Set up project information.
- Create and modify a project task structure.
- Build a logical schedule model.
- Create a user-controlled schedule.
- Manage multiple projects.

Managing Resources and Assignments

- Enter and edit resource information.
- Apply task types and scheduling calculations.
- Assign resources.
- Edit assignments.
- Manage resource allocation.
- Manage resource allocations by using Team Planner.
- Model project costs.



Tracking and Analyzing a Project

- Set and maintain baselines.
- Update actual progress.
- Compare progress against a baseline.
- Resolve potential schedule problems by using the Task Inspector.
- Display Critical Path information.

Communicating Project Information

- Apply views.
- Customize views.
- Format views.
- Share data with external sources.
- Print schedules and reports.

Certification Exam

Exam 74-343: Managing Projects with Microsoft Project 2013



AlmaMate Info Tech Pvt Ltd

Key Features of the Course

- A Total of 24 Hours of Practical Training
- Microsoft Certified Trainers
- Introduction to Project Management included
- Content based on Microsoft Official Curriculum
- 8 Hours of Project Work (Included in 24 hours)
- Practical Assignments after every
- Module Extensive Study Material.

Why AlmaMate ?


- **Listed as Top 50 Emerging Companies by NASSCOM**
- **Approved Training Partner with NSDC**
- **Training managed by LMS(24 x 7 Availability)**
- **Quality Training delivery for past 9 years**



NASSCOM®

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Sample Trainer Profile



RAJ

MICROSOFT CERTIFIED
TRAINER

CERTIFICATIONS FROM
MICROSOFT, SUN, ORACLE,
CISCO , IBM AND SALESFORCE.

PRINCE 2, SIX SIGMA, ITIL
CERTIFIED

NLP PRACTITIONER

MIND TRAINER

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Some people are borne to teach as it's their DNA - a desire to teach what they know with a larger audience and Ashwini exemplifies the same. He has a tenacious commitment and passion to train/teach.

Ashwini is having overall 19 years of exposure to education industry.

He has grown with Multi-faceted career in Delivery, Operation, Program Management and Academics.

He has proven his leadership abilities across multiple teams with technical expertise. He has provided leadership and technology vision for the Academics and Delivery to the organization. He is an award winner for Delivery Monitoring and professional achievements at organization level. He is very popular for his passion for technologies and implementing new initiatives.

He holds international certifications from Microsoft, Sun, Oracle, CISCO , IBM and Salesforce.

He has managed many projects with implementation of Project Managements practices and Six Sigma quality standards across globe by putting his foot prints in Malaysia, China, South Africa, Srilanka, Indonesia, Nigeria and Vietnam.

Currently he is writing on corporate learnings.

His hobbies include acting as illusionist and mentalist.