

# MICROSOFT OFFICE PROJECT - SYLLABUS

Sessions	Description
Session 1	<ol style="list-style-type: none"><li>1. INTRODUCTION<ol style="list-style-type: none"><li>a. Introduction to CADFORUM and PPM</li><li>b. Project</li><li>c. Examples of project</li><li>d. Project Triangle</li><li>e. Project Management</li><li>f. Life Cycle</li><li>g. Project Phases</li><li>h. Project Stakeholders</li><li>i. General Management skills</li><li>j. Knowledge Areas</li><li>k. Software's in project management</li><li>l. PMI (project management institute)</li><li>m. Certifications</li></ol></li><li>2. INITIATION<ol style="list-style-type: none"><li>a. Project initiation</li><li>b. Project justification</li><li>c. Project selection criteria</li><li>d. Project selection methods</li><li>e. Project manager</li><li>f. Project charter</li></ol></li><li>3. PLANNING</li><li>4. Core processes</li></ol>

	<ul style="list-style-type: none"> <li>a. Scope planning definition</li> <li>b. Scope definition</li> <li>c. Activity definition</li> </ul>
<p>Session 2</p>	<ul style="list-style-type: none"> <li>A. Resource planning</li> <li>B. Activity sequencing</li> <li>C. Activity duration estimating</li> <li>D. Cost estimating</li> <li>E. Risk planning</li> <li>F. Schedule development</li> <li>G. Cost budgeting</li> <li>H. Project plan development</li> </ul> <p>2. Facilitating process</p> <ul style="list-style-type: none"> <li>A. Organizational planning</li> <li>B. Staff acquisition</li> <li>C. Risk identification</li> <li>D. Procurement planning</li> <li>E. Solicitation planning</li> <li>F. Communication planning</li> <li>G. Quality planning</li> </ul>
<p>Session 3</p>	<p>1. EXECUTION</p> <ul style="list-style-type: none"> <li>A. Project plan execution</li> <li>B. Team development</li> <li>C. Information distribution</li> <li>D. Quality assurance</li> <li>E. Solicitation</li> </ul>

	<ul style="list-style-type: none"> <li>F. Source selection</li> <li>2. CONTROLLING <ul style="list-style-type: none"> <li>A. Performance reporting</li> <li>B. Integrated change control</li> </ul> </li> <li>3. Scope control <ul style="list-style-type: none"> <li>A. Schedule control</li> <li>B. Cost control</li> <li>C. Quality control</li> <li>D. Risk monitoring &amp; control</li> </ul> </li> <li>4. CLOSURE <ul style="list-style-type: none"> <li>A. Project endings</li> <li>B. Contract close out</li> <li>C. Administrative close out</li> </ul> </li> </ul>
<p>Session 4</p>	<ul style="list-style-type: none"> <li>1. Introduction of PPM</li> <li>2. Project Triangle</li> <li>3. Introduction to Microsoft Project <ul style="list-style-type: none"> <li>A. Features and Advantages</li> <li>B. Exploring MS Project window</li> <li>C. Understanding views</li> </ul> </li> <li>4. Starting new project file <ul style="list-style-type: none"> <li>A. Setting project information</li> <li>B. Setting Project properties</li> </ul> </li> <li>5. Calendar definition <ul style="list-style-type: none"> <li>A. Introduction to base calendars</li> <li>B. Defining new calendars for project</li> <li>C. Editing project working time</li> </ul> </li> </ul>

- D. Setting project calendar
- E. Working with timescale
- 6. Task definition
  - A. Milestones and Recurring tasks types
  - B. Entering tasks in project
  - C. Editing tasks list
  - D. Using task forms
  - E. Estimated and Elapsed durations
- 7. Scheduling tasks
  - A. Different methods of linking tasks
  - B. Setting lag and lead time between tasks
  - C. Setting task calendar
  - D. Determining critical path (CPM) for project
  - E. Estimating Project start/end date and duration
- 8. PERT Analysis
  - A. Working with PERT Entry sheet
  - B. Setting PERT weights
  - C. Determining Expected duration for task
  - D. Preparing schedule
- 9. Work Breakdown Structure
  - A. Customizing WBS Code
  - B. Outlining task list – Summary and Subtasks
  - C. Indenting and Out denting
  - D. Outline numbers for tasks
  - E. Recurring tasks
- 10. Constraints

- A. Working with constraints
- B. Resolving conflicts caused by constraints
- C. Setting deadline dates

#### 11. Defining Resource

- A. Preparing resource sheet
- B. Resource Classifications
- C. Resource Calendars
- D. Cost rate tables of resource
- E. Working with resource information dialog box
- F. Understanding resource scheduling

#### 12. Assigning Resources to tasks

- A. Working with Assign Resources dialog box
- B. Assigning material resources
- C. Effort driven scheduling
- D. Understanding task type to control calculation

#### 13. Analyzing Resource Distribution

- A. Understanding resource usage and task usage views
- B. Contouring resource assignments
- C. Assigning overtime work
- D. Resource graph analysis
- E. Study of over allocation of resources
- F. Different methods to identify over allocated resources

#### 14. Resolving Over allocation

- A. Understanding Resource leveling techniques
- B. Concepts of stretching, crunching and splitting
- C. Automatic and Manual methods of resource leveling

D. Comparative study – Leveling Gantt chart

15. Optimizing Project Plan

- A. Reviewing schedule
- B. Filtering tasks and Resources
- C. including fixed cost values
- D. Estimating cost for task/project
- E. Saving Baseline plan

16. Tracking progress

- A. Updating actual performance (work and cost)
- B. Updating individual task
- C. Updating entire project
- D. Displaying progress line progress lines
- E. Comparative study of baseline and actual (Tracking Gantt chart)
- F. Analyzing variance and revising the schedule

17. Performance Measurement

- A. Study of cost table
- B. Analyzing variances in cost
- C. Earned Value Analysis
- D. Evaluate project performance (schedule and cost)

18. Multiple Projects

- A. Creating resource pool
- B. Sharing resources from resources pool
- C. Consolidating projects
- D. Establishing cross project links
- E. Saving workspace

19. Printing Views and Reports

	<ul style="list-style-type: none"><li>A. Formatting and printing the usage views</li><li>B. Working with assignments and Workload reports</li><li>C. Customizing standard reports</li></ul>
Session 5	<ul style="list-style-type: none"><li>1. Importing and exporting data<ul style="list-style-type: none"><li>A. File formats supported by MS Project</li><li>B. Copying data's between applications</li><li>C. Object linking and Embedding</li><li>D. Working with hyper links</li></ul></li><li>2. Review &amp; Test</li></ul>