

Scheduling Concepts and Microsoft Project Training

AZURITE PROJECT TRAINING AND CONSULTING

Education for working professionals



Scheduling Concepts and Microsoft Project

Description

In project management, a schedule is a listing of the project's activities, milestones and deliverables with intended start and finish dates. It is part of the overall project plan. Microsoft Project is a project management software program, that helps in developing a schedule, assigning resources to activities, tracking progress, managing the budget, and analyzing workloads.

Course Overview

This course provides the participant the necessary knowledge and hands on experience to be able to apply scheduling concepts and use Microsoft Project in their projects.

This Course package includes:

- 160-page material in pdf format covering the course contents
- Guidance to install trial version of software, if required
- Hands on exercises on the Microsoft Project tool using sample project tasks
- Exercises on resource levelling, project crashing and earned value management
- Permanent access to video recording of live online sessions
- Certificate of completion

After the successful completion of the training the participant will

- Be able to apply the information in their project work environment
- Be able to update their resume with the training details and apply for jobs
- Be able to start preparation for project management certifications

Course Delivery

This course is delivered in an effective plus efficient live online one to one interactive mode. The benefits of this mode of delivery are as below:

- Participant can attend the course from any part of the world
- The entire course is delivered live in short sessions of 90 minutes each. This increases retention of material covered
- Participant can choose the session slots on any day of the week subject to faculty availability
- Participant can record individual sessions to their system for later repeat viewing
- One to one mode ensures that discussions with faculty are customized as per participant's work experience
- Refer to faculty profile to view the faculty experience and testimonials from past participants

For Corporate engagements classroom delivery can be arranged. Please contact separately for this.

Commercials

The cost of this online faculty led training is Rupees 7000 plus GST per participant

Terms of Service

1. The participant needs to have laptop or desktop, internet connection and headphone/earphone. Webcam is not required.
2. The participant will schedule their online sessions using the Calendly link

<https://calendly.com/azuriteproject/>

3. The participant should schedule a session at least 4 hours in advance. The participant can schedule multiple sessions in a day
4. The participant should join a scheduled session on time or cancel well in advance for valid reasons
5. To attend the live session, the participant would use the zoom link
<https://us02web.zoom.us/j/977253121>
6. Participant need not pay to start the course. This is done to help participant check comfort level with online medium before deciding to proceed ahead
7. Participant needs to pay 100% of the commercials after the completion of the first online session.
8. Multiple Payment options as provided by Razorpay.

Course Contents

Serial No	Topic	Description	Completion Criteria	Duration in hours
1	Introduction	About Faculty About Participant Agenda		0.25
2	Project Management Basics	Definition of Project Definition of Project Management Product Life Cycle and Project Life Cycle Constraints in a Project Essential Conditions for success of a project		1
3	Work Breakdown Structure	Create WBS WBS based on phases of Project WBS based on Major Deliverables of Project WBS for IT/Construction Project	Create WBS based on phases of Project and based on major deliverables for a project being done/already done by participant	1
4	Estimation	Principles of Estimation Types of Estimates Cone of uncertainty Estimation Techniques	Exercises on Estimation Techniques	1
5	Basics of Scheduling	Understanding a Schedule What is Scheduling? Examples of Schedules Define Activities Sequence Activities Precedence Diagramming Method Types of Relationships Types of Dependencies Task Network Diagram Activity Duration Critical Path Method	Exercises on Task Network Diagram and Critical Path Method	2
6	Microsoft Project	Layout	Participant can create new project, set default	1

Serial No	Topic	Description	Completion Criteria	Duration in hours
	– Step 1	Setup Options Task Types Setup Work Column Setup Project Information	options and set project start date. Participant understands Fixed Work, Fixed Duration, Fixed Units and Effort Driven	
7	Microsoft Project – Step 2	Entering Tasks Task Duration Calculation Task Rule 100% Rule Summary Task and Milestone Task Creating Tasks in WBS Format	For sample project tasks, participant can create WBS format. Participant understands Task rule and 100 % rule	1
8	Microsoft Project – Step 3	Task Relationships Setting Parallel Paths Types of Task Links Constraints and Deadlines Setting a Constraint Setting a Deadline	Participant can create parallel paths, link tasks, set constraints and deadlines. Participant can set lags and leads	1
9	Microsoft Project – Step 4	Calendars and Creating a Calendar Resources and Assigning Resources Over Allocation of Resources Resource Levelling Guidelines for Resource Levelling	Participant can create multiple calendars for different geographies. Participant can create Resources, assign calendars to resources, assign resources to tasks Participant can do resource levelling	2
10	Microsoft Project – Step 5	Baseline Tracking Reports	Participant can baseline a plan, track a plan based on duration or work. Participant can generate and share reports	2
11	Additional Exercise - 1	Impact of Task Types	Participant sees impact of different task types during project tracking	0.25
12	Additional Exercise - 2	Manual Scheduling	Participant understands when and how to use manual scheduling	0.25
13	Additional Exercise - 3	Resource Levelling (Done with Step 4)	Participant can level resource loading	0.5
14	Additional Exercise - 4	Project Crashing	Participant understands how to crash a project	0.5

Serial No	Topic	Description	Completion Criteria	Duration in hours
15	Additional Exercise - 5	Earned Value	Participant understands how to apply Earned Value Management [EVM] in projects	0.5
16	Miscellaneous Topics	Task Calendar Resource Pool Master Project Tables/Views Filters Groups Custom Fields Timelines Organizer Template Export to excel and pdf Cost Management Project Online	Participant can create resource pool and create master project Participant can create custom tables/views/filters and groups Participant can use custom fields with formulas Participant can save custom fields to global mpt Participant can export plan to excel and pdf	1
Total Duration				16 hours

The above-mentioned duration for each topic is indicative only. Some topics may take longer and some shorter.