

# MS PROJECT



**ELEGANT  TRAINING**

## MS PROJECT

### Pre - requisites

Basic Understanding of MS Office is enough to learn this course

### KEY FEATURES OF MICROSOFT PROJECT

- 1.Task Management
- 2.Resource Management
- 3.Project Scheduling
- 4.Reporting and Analysis
- 5.Baselines and Tracking Progress



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About

## MS PROJECT

Microsoft Project (MSP) is a powerful project management software that helps project managers and teams plan, track, and manage projects effectively. It's widely used in various industries to schedule tasks, allocate resources, track progress, and ensure that project goals are achieved within the defined scope, time, and budget.

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## **INTRODUCTION TO MICROSOFT PROJECT**

### **1. OVERVIEW OF PROJECT MANAGEMENT**

Introduction to project management  
Project life cycle and phases  
Tools used in project management  
Role of MS Project in project management

### **2. GETTING STARTED WITH MS PROJECT**

Navigating the MS Project interface  
Overview of MS Project views (Gantt Chart, Task Usage, Resource Sheet, etc.)  
Project Planning & Task Management

### **3. CREATING A NEW PROJECT**

Setting up project information (start date, calendar, etc.)  
Defining project milestones  
Saving and managing projects

### **4. TASK MANAGEMENT**

Creating and organizing tasks  
Defining task dependencies (Predecessors & Successors)  
Setting task durations  
Task constraints and deadlines  
Recurring tasks

### **5. SCHEDULING TASKS**

Using Gantt charts for scheduling  
Applying task calendars and constraints  
Adjusting project timelines

## **RESOURCE MANAGEMENT**

### **6. CREATING AND ASSIGNING RESOURCES**

Types of resources (work, material, cost)  
Creating a resource pool  
Assigning resources to tasks

## **RESOURCE LEVELING**

### **7. MANAGING RESOURCE ALLOCATION**

Understanding resource allocation in MS Project  
Resolving over-allocation and under-allocation issues  
Optimizing resource use  
Tracking Progress and Reporting

### **8. TRACKING PROJECT PROGRESS**

Updating task progress (start/ finish, % complete)  
Setting baseline and comparing with actuals  
Managing project timelines and variances

### **9. CREATING AND CUSTOMIZING REPORTS**

Generating built-in reports (task usage, resource usage, etc.)  
Customizing and formatting reports  
Exporting reports to Excel/Word

### **10. ADVANCED RESOURCE MANAGEMENT**

Resource leveling in detail  
Using work resources, material resources, and cost resources  
Managing cost rates and resource costs

## **COLLABORATION AND FINAL OUTPUTS**

### **11. PROJECT COLLABORATION**

Sharing project files

### **12. FINAL PROJECT AND OUTPUTS**

Finalizing project schedules Printing  
and exporting project plans  
Using MS Project for future project planning






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