

Microsoft Project (MS-Project)

Course Overview

Modules:	16
Learning Hours:	9:00
Contents:	Interactive
Supplements:	None
Type:	Self-Paced

Course Details:

Description:

Microsoft Project (MS-Project) is project management software offered by Microsoft to assist a project manager in planning, defining tasks, assigning resources, tracking progress, managing the budget, and analyzing workloads.

MS-Project creates budgets based on assignment work and resource rates. Resource definitions (people, equipment and materials) can be shared between projects using a shared resource pool.

Each resource can be assigned to multiple tasks in multiple plans and each task can be assigned multiple resources, and the application schedules task work based on the resource availability as defined in the resource calendars.

This course gives an excellent tutorial on how to use MS-Project to create and monitor a project. It starts with basics on tasks, resources and on finalizing the project plan. It also covers information on tracking and reporting progress of the project, how to get a project back on track and consolidating resources and projects. Case Study of an actual project is given in Module # 16.

What You Get:

This self-paced course consist of 16 modules and is available for 30/60 or 90-day period. Self-paced course includes -

- ✓ Courseware by experienced mentor
- ✓ 16 modules outlining the features of MS-Project
- ✓ Audio for clear explanation
- ✓ Self-paced Format
- ✓ Examples demonstrating the detailed steps
- ✓ Case studies for self-learning

Topics Covered:

- Task Basics
- Resource Basics
- Task-Resource Assignments
- Formatting & Printing
- Sharing Information
- Fine-Tuning Tasks & Resources
- Finalizing Project Plan
- Detailed Project Tracking
- Getting Project back on Track
- Consolidating Resources & Projects
- IT & Non-IT Case Studies