

Microsoft Office Project - Syllabus

MSP 2010 Syllabus

Summary:

Syllabus Type: Day Wise, 2 hours/day

Total Duration: 40 Hrs

Syllabus:

Session	Description
1	<p>Project Management</p> <ol style="list-style-type: none">1. A generic visualization of Project Management <p>Story of PMBOK.</p> <ol style="list-style-type: none">1. The Project Manager and her/his objectives2. How does knowledge of Project management affect you?3. Project Phases4. Project Life cycle5. Knowledge Area <p>INTRODUCTION</p> <ol style="list-style-type: none">1. Introduction About MSP2. MSP 2010 Road Map3. Features of MSP 20104. MSP 2010-GUI <p>CALENDAR</p> <ol style="list-style-type: none">1. Introduction To Calendar2. Types of Calendar3. Define the Calendar4. Assigning Calendar in Gantt chart5. Time Scale At a different Level6. Assigning Calendar To Project7. Calendar View
2	<p>TASK AND ITS RELATIONSHIP</p> <ol style="list-style-type: none">1. Introduction about task2. Entering Tasks, duration

	<ol style="list-style-type: none"> 3. Task modes 4. Introduction about Relationship 5. Types of dependency 6. Lead and Lag 7. Entering Dependencies In Various Ways 8. Unlinking Tasks 9. Introduction about Critical Path 10. Slack 11. views <p>WORK BREAKDOWN STRUCTURE</p> <ol style="list-style-type: none"> 1. Introduction about WBS 2. WBS Codes 3. Types of WBS Codes 4. Creation of WBS Code 5. WBS Outline Codes 6. About Summary Task, Sub Task <p>CONSTRAINTS</p> <ol style="list-style-type: none"> 1. Types of Constraint 2. Working with constraints 3. Resolving conflicts caused by constraints 4. About deadline <p>Recurring Task</p> <ol style="list-style-type: none"> 1. Introduction about Recurring Task 2. Procedure to set Recurring Task.
3	<p>DEFINE AND ASSIGN RESOURCES</p> <ol style="list-style-type: none"> 1. About Resources 2. Types Of Resources 3. About Resource Sheet 4. Working with resource information dialog box 5. About Task Types 6. About Effort Driven 7. Assigning Resources to tasks 8. Remove Resource From Task 9. Replace Resource from task 10. Resource Calendars 11. Way To Assign Resources 12. Working with hyperlinks

	<p>RESOURCE ANALYSIS & LEVELING</p> <ol style="list-style-type: none"> 1. Resource Analysis 2. Understanding in Gantt chart, Resource sheet. 3. Resource graph analysis 4. Different views to identify over allocated resources <p>Resource Leveling</p> <ol style="list-style-type: none"> 1. Understanding Resource leveling techniques 2. Types of Leveling Resources 3. Automatic and Manual methods of resource leveling
4	<p>TRACKING</p> <ol style="list-style-type: none"> 1. Introduction about Tracking 2. Estimates Vs Actuals 3. Introducing about Baseline 4. Procedure to set Baseline 5. Updating Tasks with Actual Information 6. Entering a Task's Completion Percentage 7. Update Task 8. Updating entire project 9. Set Status Date and Update Project 10. Different Types of Percent Complete 11. Comparative study of baseline and actual (Tracking Gantt chart) <p>EARNED VALUE ANALYSIS</p> <ol style="list-style-type: none"> 1. About Earned Value 2. About Earned Value Fields 3. Earned Value Table 4. Analyzing variance, indicators and revising the schedule. <p>FILTERS & GROUPS</p> <ol style="list-style-type: none"> 1. Introduction about Filters 2. Working with filters. 3. Introduction about Group 4. Working with Groups.
5	<p>MULTIPLE PROJECTS</p> <ol style="list-style-type: none"> 1. Introduction about Multiple Projects 2. Consolidating projects

3. Resource Sharing
4. Creating resource pool
5. Sharing Resources Among Projects
6. Compare Project
7. Organizer

CUSTOMIZATION & FORMATTING

1. Creating a Custom Field
2. Graphical Indicator In Custom Field
3. About Formatting
4. Changing The Layout Of The Gantt Chart

REPORTS

1. Introduction about Reports
2. Types of Reports
3. Creating Text Reports
4. Visual Reports
5. Customizing standard reports