



MS Project

Training Details

Course Code : HCCC52

Course Name : MS Project

Duration : 2 Months

Eligibility : Diploma / BE / ME (CIVIL)/ ITI / +2 / Equivalent

Syllabus:

- Histoy of Microsoft project, Microsoft project GUI
- **Project Management:**
Introduction: A generic Visualization Of Project Management, Story of PMBOK, Common Sense Project Management
- **Introduction:**
Introduction About MSP, Features
- **Calendar:**
Introduction To Calendar, Calendar types, Define the Calendar, Assigning Calendar in Gantt Chart, Assigning Calendar To Project, Fiscal Year, Solved Problem
- **Task And its Relationship:**
Task, Relationship, Entering Dependencies In Various Ways, Unlinking Tasks, Critical Path, Slack, Early Start And Early Finish Calculation, Views, Solved Problems
- **Work Breakdown Structures:**
About WBS, WBS Codes, Create WBS Code, Renumbering WBS Codes, WBS Outline Codes, Solved Problem
- **Constraints & Recurring Task:**
Constraints, Setting Constraint, Dead Line, Recurring Task, Solved Problem

Address:

163 C/1, First Floor, Kamarajar Salai,
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Santha Pettai Bus Stop Near,
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We Changed ur thinking, it Changed ur Life...

- **Define And Assign Resources:**
Resources, Types of Resources, About Resource Sheet, Enter Resource Names In Resource Sheet, About Task Types, Task Types, Assigning Resources To Task, Calendars And Resources, Solved Problem
- **Resource Analysis & Leveling:**
Resource Analysis, Views, Resource Leveling, Solved Problem
- **Tracking;**
Tracking, Estimates Versus Actuals, Using Baseline, Updating Tasks With Actual Information, Set Status Date and Update Project, Different Types of Percent Complete, Tracking In Table, Solved Problems
- **Earned Value Analysis:**
Earned Value, About Earned Value Tables, Calculate Earned Value Methods, Solved Problems
- **Filters & Groups:**
Filter, Applying a Filter To a View, Creating Custom Filters, Groups, Applying Groups to the View, Sorting Tasks, Solved Problems
- **Multiple Projects:**
Multiple Projects, Viewing Multiple Projects, Resource Sharing, Compare Project, Organizer, Solved Problems
- **Customization & Formatting:**
Custom Field, Formatting
- **Reports:**
Reports, Creating Text Reports, Procedure Of Customize Report, Visual Reports, Solved Problems

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