

## MSP 2007 Schedule

9.30 AM – 5.30 PM

S.No.	Topics
	<b>DAY I</b>
	Introduction & Setting the Class Expectation
<b>1</b>	<b>Introduction to Project Management</b>
1.1	What is Project Management?
1.2	Characteristics of Project Management
1.3	Project Life Cycle
1.4	PMI Project Management Knowledge areas
1.5	Network Diagrams
1.6	PERT Estimates
1.7	Task Relationships
1.8	Quiz
<b>2</b>	<b>Introduction to MS Project</b>
2.1	Microsoft Project interface
2.2	Navigating in MS Project
2.3	Standard Views in MS Project
2.4	Project Guide
2.5	Customizing Toolbar
<b>3</b>	<b>Project Planning</b>
3.1	Project Information
3.1.1	Planning the Project Start and End Dates
3.1.2	Setting Priority for Projects
3.1.3	Setting the Options
3.2	Calendar
3.2.1	Types of Calendars
3.2.2	Selecting Calendars and Defining Working Days and Hours
3.2.3	Create new base calendars
3.3	Tasks
3.3.1	Entering Tasks
3.3.2	Setting Task Start and End dates
3.3.3	Task Information
3.3.4	Entering Recurring Tasks
3.3.5	Defining Milestones
3.3.6	Defining the WBS Codes
3.3.7	Inserting and Deleting Tasks

<b>3.3.8</b>	Linking and Unlinking Tasks
<b>3.3.9</b>	Using Task Notes and Hyperlinks
<b>3.4</b>	Task Relationships
<b>3.4.1.</b>	Identifying Task Relationships
<b>3.4.2</b>	Setting Lead and Lag times for tasks
<b>3.5</b>	Work estimates
<b>3.5.1</b>	Duration Estimation
<b>3.5.2</b>	Setting constraints for tasks
<b>3.5.3</b>	Project Summary tasks
<b>3.5.4</b>	Organizing Tasks into Phases
<b>3.5.5</b>	Expanding and Collapsing Summary Tasks
<b>3.5.6</b>	Hands on class exercise on Project Planning
	<b>DAY II</b>
<b>4</b>	<b>Project Resources</b>
<b>4.1</b>	Types of Resources - People, Material and Cost
<b>4.2</b>	Entering Resources in MS-Project 2007
<b>4.3</b>	Assigning Resources to Tasks
<b>4.4</b>	Using Resource Notes
<b>4.5</b>	View Resource Allocation for each Task
<b>4.6</b>	Hands on class exercise on Project Resources
<b>5</b>	<b>Project Costs</b>
<b>5.1</b>	Defining the different Costs for the Project - Standard Costs, Cost Per Use and Fixed Costs
<b>5.2</b>	Entering Costs for Resources
<b>5.3</b>	Viewing Cost information for the Project
<b>5.4</b>	Hands on class exercise on Project Costs
<b>6</b>	<b>Project Tracking &amp; Reports</b>
<b>6.1</b>	Defining Baseline
<b>6.2</b>	Updating Actual Project and Task Status
<b>6.3</b>	Viewing Tables for Baseline and Variances
<b>6.4</b>	Types of Pre-defined Reports
<b>6.5</b>	Hands on class Exercise on Project Tracking and Reporting
<b>7</b>	<b>Wrap-up / Questions and Answers session</b>