Preface

Projects are critical to the success of any organization. Projects increase customer satisfaction, reduced cost and improve the work environment. Project management applies concepts, tools and techniques to improve project performance and helps the organization to improve the probability of consistently successful projects.

Microsoft project 2010 is a powerful tool for planning, controlling of projects and also for performance reporting. The effective use of the tool requires that the user must be familiar with the project management concepts and practices as well as a good working knowledge with software applications.

The objective of this training program is to introduce the attendees to the basic concepts of project management and its software implementation. Besides they receive a hands-on-experience with Microsoft Project 2010.

At the end of the program the attendees gain by way of: -

- **Good understanding of Project Planning**

- **Creation of a project time plan using MSP 2010**

- **Project Task Management**

- **Understanding of project resources**

- **Computerized project costing**

- **Base lining of project plans**

- **Tracking project progress and reporting**

- **Effective Use of MSP 2010 in their working environment**