

MS PROJECT



ELEGANT  **TRAINING**

MS PROJECT

KEY FEATURES OF MICROSOFT PROJECT

1. Task Management
2. Resource Management
3. Project Scheduling
4. Reporting and Analysis
5. Baselines and Tracking Progress

Pre - requisites

Basic Understanding of MS Office is enough to learn this course



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About

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Microsoft Project (MSP) is a powerful project management software that helps project managers and teams plan, track, and manage projects effectively. It's widely used in various industries to schedule tasks, allocate resources, track progress, and ensure that project goals are achieved within the defined scope, time, and budget.

Approved by KHDA





INTRODUCTION TO MICROSOFT PROJECT

1. OVERVIEW OF PROJECT MANAGEMENT

Introduction to project management

Project life cycle and phases

Tools used in project management

Role of MS Project in project management

2. GETTING STARTED WITH MS PROJECT

Navigating the MS Project interface

Overview of MS Project views (Gantt Chart, Task Usage, Resource Sheet, etc.)

Project Planning & Task Management

3. CREATING A NEW PROJECT

Setting up project information (start date, calendar, etc.)

Defining project milestones

Saving and managing projects

4. TASK MANAGEMENT

Creating and organizing tasks

Defining task dependencies (Predecessors & Successors)

Setting task durations

Task constraints and deadlines

Recurring tasks

5. SCHEDULING TASKS

Using Gantt charts for scheduling

Applying task calendars and constraints

Adjusting project timelines

RESOURCE MANAGEMENT

6. CREATING AND ASSIGNING RESOURCES

Types of resources (work, material, cost)

Creating a resource pool

Assigning resources to tasks

RESOURCE LEVELING

7. MANAGING RESOURCE ALLOCATION

Understanding resource allocation in MS Project

Resolving over-allocation and under-allocation issues

Optimizing resource use

Tracking Progress and Reporting

8. TRACKING PROJECT PROGRESS

Updating task progress (start/ finish, % complete)

Setting baseline and comparing with actuals

Managing project timelines and variances

9. CREATING AND CUSTOMIZING REPORTS

Generating built-in reports (task usage, resource usage, etc.)

Customizing and formatting reports

Exporting reports to Excel/Word

10. ADVANCED RESOURCE MANAGEMENT

Resource leveling in detail

Using work resources, material resources, and cost resources

Managing cost rates and resource costs

COLLABORATION AND FINAL OUTPUTS

11. PROJECT COLLABORATION

Sharing project files

12. FINAL PROJECT AND OUTPUTS

Finalizing project schedules

Printing

and exporting project plans

Using MS Project for future project planning



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