Microsoft Project Software Course Outline

Week	Topic	Learning Outcome
Session 1	Introduction to MS Project	• Introduction to Project Integration, Scope and Schedule management. • Graphic User Interface (GUI). • Setting up.
Session 2	Work scheduling	• Calendar • Task & Relationship. • Work Breakdown Structure. • Constraints and Recurring Task.
Session 3	Resources	• Define & Assign Resources. • Resource Analysis & Levelling.
Session 4	Project Tracking	• Estimates Vs Actuals. • Update task with actual Information. • Task Completion Percentage. • Mark on Track. • Tracking Actual and Remaining Values for Tasks. • Rescheduling uncompleted work. • Baselines. • Using Baselines. • Setting Baselines. • Clearing Baseline.
Session 5	Working with cost and budgets Customization & formatting Multiple projects	• Earned Value Analysis. • Formatting. • Filters and Groups. • Multiple Projects. • Reporting.
Session 6	Mini project	Apply all the tools and techniques learnt.

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