

Mastering M.S. - Project

OVERVIEW:

Microsoft Project is a powerful project management program you can use to help build project plans, track work completed, and account for variance from your baseline plan.

The best project management tool in the world can never replace your good judgment; however tools can help you accomplish desired outcomes in the following areas:

- Track all information you gather about the work, duration, and resource requirements for your project.
- Visualise your project plan in standard, well-defined formats
- Schedule tasks and resources consistently and effectively
- Exchange project information with all stakeholders over an intranet or the Internet
- Communicate with resources and other stakeholders, while leaving ultimate control in the hands of the Project Manager

LEARNING OBJECTIVES:

At the end of this programme participants would be able to:

- Apply project management concepts;
 - Start Project 2003
 - Open an existing project file, and navigate different views
 - Use the Project 2003 Help features
 - Create and save a new project file
 - Close a project file and close Project 2003.

- Create a task list ;
 - In Gantt chart view by entering the task name and duration
 - Modify the task list by inserting and deleting tasks
 - Create a Work Breakdown Structure by adjusting task hierarchy.

- Create task relationships:
 - By linking, add predecessors and lead time to tasks
 - Add recurring tasks
 - Explore Network Diagram view and modify the task relationships in it
 - Use the Task Information dialog box.

- Use the Change Working Time dialog box ;
 - To create a base calendar for the project
 - Use the resource sheet to create a resource pool, assign resources to tasks, create task calendars, enter resource costs in Resource Sheet view

- Use the Cost table in Gantt chart view
- Work with Calendar and form views
- Use standard filters and AutoFilter, use predefined groups
- Create a custom group
- Sort task and resource data.
- Display the critical path and edit effort-driven schedules
- Resolve resource conflicts by identifying and adjusting resource over-allocation
- Save a baseline plan, save an interim plan
- Update the percentage of tasks completed, actual start and finish dates, in-progress tasks, and actual work
- Display the Earned Value table to monitor the actual and estimated costs of tasks
- View task progress in Network Diagram view
- Analyze a project by viewing its statistics, slippage, and slack in the schedule and reschedule a project by splitting tasks, delaying resource work, and assigning overtime
- Format a project file by modifying bar styles and timescales, use the Drawing toolbar to enhance Gantt chart information, print current views and reports, and create a custom report
- Import data from a Microsoft Excel worksheet, export data to a Microsoft Excel worksheet and copy project information to a Microsoft Word document and a Microsoft Excel worksheet

METHODOLOGY:

- This programme will be taught using real life examples, participants should bring along a project they are working on or worked on.
- Two texts will be provided.

DETAILS:

Date: July 22nd, 23rd, 24th, 2009

**Registration:
Deadline** July 6th, 2009

Time: 8.30am – 4.00pm

Cost: \$5,000.00

Venue: Arthur Lok Jack Graduate School of Business
Max Richards Drive, Uriah Butler Highway,
North West, Mount Hope

Contact: Indira Patel / Shadeed Ali 662-9894 x 136 / 131

projectmanagement@gsb.tt