TRAINER PROFILE:

- *Muhammad Umar, PMI-SP, PMI-ACP, PMI-PMP, ITIL (UK) certified, BEng [Hons] (UK)*
- *50+ MS Project training conducted in Pakistan & abroad.*
- *MS Project consultancy provided for multi-million$ worth of projects.*
- *Specialist in developing large and optimized project plans, in-depth project analysis and reporting in MS Project.*

ABOUT THIS COURSE:

This training on MS Project empowers project managers to control project work, schedules, and finances. It will also help them keep project teams aligned, and be more productive with powerful reporting, guided planning, and flexible tools.

The training will set realistic expectations with project teams, management, and customers to build schedules, allocate resources, and manage budgets. This training will be ideal for project management professionals to learn to assign resources to tasks and control finances by assigning budgets to projects and programs.

TRAINING FEE

Rs 30,000

COURSE CONTENTS:

INITIAL SETTINGS
- *Week, Time Start, End*
- *Project Start Date*
- *Project Calendar*
- *Save Project File*
- *Show Project Summary Task*

PLANNING

ACTIVITIES

- *Manual and Auto Schedule Activity Modes*
- *Add Tasks*
- *Create WBS*
- *WBS Outline*
- *Cut, Copy, Paste Tasks*
- *Split and recurring tasks*
- *Milestones*
- *Relationships, Lag, Leads*
- *Deadline and Constraints*
- *Change Timescale*
- *Create Tables, Open a Table*
- *Text Formatting*
- *Insert, Hide columns*
- *Critical Tasks*
- *Filter, Group, Sort*
- *Highlight*
- *Slack*
- *Hyperlink*
- *Notes*

RESOURCES

- *Add Resource*
  - *Set Currency symbol*
  - *Define Resource Calendar*
- *Resource Assignment*
- *Resource Leveling*
- *Using Task Type*
- *Using Effort Driven*

EXECUTION & MONITORING

- *Crease Baseline (Projects Window)*
- *Enter progress*
- *Monitoring work progress with Baseline*

REPORTS

- *Table Reports*
- *Graphical Reports*
- *Visual Reports*

OTHERS

- *Sub Projects*
- *Export to Excel*
- *Save as Template*
- *Compare Projects*
- *Custom Fields*