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# Adaptive Processes Consulting

## Course Outline – Introduction to MS Project

<b>Course Code</b>	Project Management Basics
<b>Course Duration</b>	2 Modules – Each Module 4 Hours
<b>Pre-requisite</b>	Nil
<b>Course Description</b>	<ul style="list-style-type: none"><li>▪ This course will enable participants to get a basic understanding of Microsoft Project Management</li></ul>
<b>Learning Outcome</b>	<ul style="list-style-type: none"><li>▪ Application of MS Project in day to day activities</li></ul>

### Course Outline

#### Module 1 (4 Hours)

##### 1) Course Introduction

**1 hour**

- Introduction to the program
- Introduction to the participants and their expectations
- Why projects are challenging

##### 2) What is MS project?

**1 hour**

- Why use MS Project™?
- Screen layout
- Menus and toolbars
- The Gantt chart - a time line representation
- The PERT chart - a task flow representation

##### 3) Developing project schedule using MS-Project

**2 hours**

- Creating a project plan and schedule
  - Entering summary information
  - Outlining your project - defining and entering tasks
  - Enter task start/finish dates
  - Display formatting - time scale and grids
  - Entering task durations
  - Establishing task relationships - linking tasks with predecessor relationships
  - Viewing link details
  - Adding a new task - scenario walk-through
  - Modifying links - scenario walk-through
  - Moving tasks - scenario walk-through
  - Deleting tasks and un-doing deleted tasks
  - Entering project milestones Customizing task information in the Gantt chart

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- Creating a summary task and summary views
- Exercise 1: Creating the basic project plan - tasks, task durations, predecessor relationships, and assigning resources

## Module 2 (4 Hours)

### 1) Working with resources

**2 hours**

- Working with resources
  - Entering and assigning resources
  - Changing working time
  - Managing resource workloads
  - Applying filters and sorting
  - Centralized resource assignment and analysis using resource pools
- Identifying the critical path
- Exercise 2: Develop the resource plan and cost estimates

### 2) Monitoring and reporting project progress

**2 hours**

- Sharing the project plan
- Tracking and updating project progress
- Capturing project time and costs
- Reporting project schedule
- Exercise 3: Updating project status