

## Project Planning using Microsoft Project

### S. NO. MSP Training Contents

- 1 Introduction to MSP  
Introduction to Project Management  
Explore the Project User Interface
- 2 Creating Calendars  
Creating a new project  
Setting Up non-working and working Time
- 3 Entering Project Titles and Details  
Entering Tasks, Start/Finish Date, Duration  
Milestone, Summary
- 4 Linking Task-Predecessors or Dependencies  
Task Relationships  
Task scheduling- Manual and Automatic  
Task Information Tab
- 5 Adding Columns in Project Sheet  
Defining WBS Code and Renumbering the WBS Codes  
General Settings, Predecessor, Advance Settings, Notes
- 6 Critical and Non-Critical Task and Slack  
Task Formatting: Insert Column, Gant Chart Layout, Drawings, Outline
- 7 Numbers  
Resources: Work, Material and Cost Resources  
Entering Resource Details: Prices and Availability
- 8 Option Tab to change Percentage availability to whole numbers  
The View Tab: Resources View and Gantt Chart View
- 9 Split View: Timeline and Details  
Data Tab: Sorting, Outline and Different Tables View  
Task Constraints and Deadline
- 10 Move Tasks: Backward and Forward  
Rolling up Tasks  
Fixed Duration, Fixed Units, Fixed Work and Effort Driven Tasks
- 11 Overtime rates and work  
Resource Different Rates
- 12 Timeline: Adding and Removing and Customizing Timeline  
Resources Uses and views  
Resources uses profile and assignment
- 13 Changing Resources  
Overtime Factor
- 14 Default Reports Type  
Adding and Understating Project Reports
- 15 Resources Uses Profile and Spreadsheet  
Activity Uses Profile and Spreadsheet
- 16

	Report Print Preview
17	User Define Fields
18	Publishing Reports
	Activity Layout & Tracking Layout
19	Adding and Maintain Baseline
	Comparing Projects
20	Major Project & Doubt Session