

## MS Project

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**Mode:** Classroom

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**Duration:** 24 hours

**Pre-requisite:**

- Basics of MS Office

**Training Topics**

- Creating a new Project Plan
- Setting up Calendars
- WBS tasks and its grouping
- Estimating Task/Activity duration
- Setting Milestones
- Linking Tasks
- Setting predecessors
- Task Constraints and deadlines
- Applying Leads & Lags
- Assigning/Adding resources
- Task Assignment Views
- Entering cost details
- Computing project cost
- Network Diagram
- Resource Levelling
- Saving project baselines
- Tracking the progress
- Key parameters to monitor
- Rescheduling incomplete work