

Introduction:

A project schedule is the heart of project planning and monitoring. It provides a unified view of the triple constraint (scope, time and cost). In fact a project schedule should be a clear reflection of every aspect of project management, in addition to the triple constraint, including risks, vendors, quality, and resources. However, in reality, unfortunately the stakeholders, including the PM himself, lose faith in plans!

This two days' workshop will help participants understand process to build schedules using Microsoft project as a tool. It will also familiarize participants to various aspects of this tool which make regular tracking of the schedule realistic, thus restoring faith in plans.

Learning Objectives: The course will introduce participants to ...

- Explore a disciplined process to develop a project schedule
- Hands on experience with the tool using real project based assignments
- Understand a structured process to monitor and track a schedule
- Explore key views, tricks and other aspects of Microsoft project as a scheduling tool
- Understand use of custom fields, views, tables, grouping, reports (custom as well as in-built)

Participants' profile:

- It is expected that participants have a project management background and have worked in project environment
- Some past experience with MSP will be nice to have

Duration: 2 day (14 hours)

Course Outline:

Sr. No.	Day	Agenda (High level outline)
1	Day 1	<ul style="list-style-type: none">• Introduction• Quick overview of how MSP as a tool works• Hand held assignment to develop a schedule (hands-on)• How to review a developed schedule• Assignment to develop a schedule for a case study project• Review of each other's schedule using a checklist
2	Day 2	<ul style="list-style-type: none">• Understand different views of MSP• Understand use of progress lines• How to capture actuals information – keeping schedule up to date• Using combination / custom views to track schedules• Overview of resource levelling• Introduce custom views, fields, grouping, tables, reports• Overview of projects and sub-projects in MSP

Hardware / software (infrastructure) requirement:

- Each participant should ideally have his / her own machine to work hands-on with the tool
- Each machine should have Microsoft Project software installed
- Any version of this software is okay. However, ideally all machines should have same version

Note: This overall flow of the course is subject to change based on participants' interactions & queries.