

## 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 three days' workshop will help participants understand process to build schedules using Microsoft project as a tool. It starts with basic concepts and leads through all important functions of the tool. It will familiarize participants to various aspects of this tool which makes regular scheduling and tracking of the schedules realistic.

Please note that configuring project server and any integration with enterprise wide project server is out of scope of this training.

**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:** 3 day (21 hours)

## Course Outline:

Day	Session	Agenda (Lessons per session)
1	1	<ul style="list-style-type: none"><li>• Introduction and overview<ul style="list-style-type: none"><li>○ Quick overview of how MSP as a tool works</li><li>○ Describe how MSP relates to discipline of project management</li><li>○ Navigate through different options available with the ribbon view</li><li>○ Understand what is new in MSP 2013</li><li>○ Have an overview of different views and how it helps</li></ul></li></ul>
1	2	<ul style="list-style-type: none"><li>• An hand-held assignment – participants and facilitator together<ul style="list-style-type: none"><li>○ Learn how to create a basic project with and without a template</li><li>○ How to set up basic information for any project (e.g. start date, working times, auto or manual tasks, etc.</li><li>○ Define and configure calendars</li></ul></li></ul>

Day	Session	Agenda (Lessons per session)
		<ul style="list-style-type: none"> <li>○ Define a work breakdown structure</li> <li>○ Learn different types of tasks, and how to sequence them</li> <li>○ Different types of dependencies and use of notes</li> <li>○ Under and define basic types of resources</li> <li>○ Create assignments</li> <li>○ Understand concept of baseline</li> </ul>
1	3	<ul style="list-style-type: none"> <li>• An hand-held assignment – more configurations                             <ul style="list-style-type: none"> <li>○ Learn how to set up multiple calendars and custom calendar</li> <li>○ Define holidays</li> <li>○ Set up resource availabilities (calendars)</li> <li>○ Define resource specific non-working days</li> <li>○ Define and configure constraints</li> <li>○ Create a schedule by importing an existing excel file</li> <li>○ When to use manual scheduling vs auto scheduling option</li> </ul> </li> </ul>
1	4	<ul style="list-style-type: none"> <li>• An hand-held assignment – more configurations                             <ul style="list-style-type: none"> <li>○ Explore recurring tasks</li> <li>○ Explore how to define and review costs</li> <li>○ Understand concept of a progress line</li> <li>○ Understand use of milestones</li> <li>○ How to configure and define WBS outlines</li> <li>○ Understand concept of lead and lags</li> <li>○ Understand new feature of task paths</li> <li>○ Understand how to detect dangling tasks</li> </ul> </li> </ul>
2	1	<ul style="list-style-type: none"> <li>• Assignment for participants to develop a schedule themselves                             <ul style="list-style-type: none"> <li>○ More complex scenario</li> <li>○ % allocation of resources</li> <li>○ Leads and lags to be used</li> <li>○ Optimum combination of resources, cost and time</li> </ul> </li> </ul>
2	2	<ul style="list-style-type: none"> <li>• Review each other's assignment using a review checklist                             <ul style="list-style-type: none"> <li>○ Apply everything learnt till now to review a schedule</li> <li>○ Find out if anything is missing</li> <li>○ Suggest if the same schedule can be done differently and better</li> </ul> </li> </ul>
2	3	<ul style="list-style-type: none"> <li>• Critical path                             <ul style="list-style-type: none"> <li>○ Understand critical path, see it in developed schedule</li> <li>○ Understand slack</li> <li>○ How to use task inspector</li> </ul> </li> <li>• Resource levelling                             <ul style="list-style-type: none"> <li>○ See over allocated resources using different views</li> <li>○ Use different views to adjust task assignments to reduce over-allocations</li> <li>○ Learn different resource optimization options - levelling vs smoothing</li> <li>○ Try levelling using the tool</li> </ul> </li> </ul>

Day	Session	Agenda (Lessons per session)
2	4	<ul style="list-style-type: none"> <li>• Custom filters                             <ul style="list-style-type: none"> <li>○ Learn how to use in built filters</li> <li>○ How to define a custom filter</li> <li>○ How to share filters across multiple projects</li> </ul> </li> <li>• Baselines and tracking                             <ul style="list-style-type: none"> <li>○ Introduce concept of remaining and actual work</li> </ul> </li> </ul>
3	1	<ul style="list-style-type: none"> <li>• Tracking of schedules                             <ul style="list-style-type: none"> <li>○ Enter actuals data</li> <li>○ Capture variances</li> <li>○ Use different combination views to track a schedule</li> <li>○ Perform variance analysis</li> </ul> </li> </ul>
3	2	<ul style="list-style-type: none"> <li>• Earned value Management                             <ul style="list-style-type: none"> <li>○ Learn about SV, SPI, CV, CPI</li> <li>○ Track if a work package or project is over or under budget and behind or ahead of schedule</li> </ul> </li> </ul>
3	3	<ul style="list-style-type: none"> <li>• Customizations                             <ul style="list-style-type: none"> <li>○ Custom fields</li> <li>○ Custom groupings</li> <li>○ Custom tables</li> </ul> </li> <li>• Reporting                             <ul style="list-style-type: none"> <li>○ Create visual reports – out of the box templates</li> <li>○ Your own custom reports</li> </ul> </li> </ul>
3	4	<ul style="list-style-type: none"> <li>• Overview of advanced concepts –                             <ul style="list-style-type: none"> <li>○ Defining a common resource pool, shared between projects</li> <li>○ See how over allocation across multiple projects can be visualized</li> <li>○ Linking multiple projects</li> <li>○ Formulas and graphical indicators</li> </ul> </li> </ul>

### 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.