



Late Shri. Vishnu Waman Thakur Charitable Trust's

VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra, Affiliated to University of Mumbai
At- Shirgaon, Post-Virar (E.), Tal-Vasai, Dist-Palghar – 401 305.

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CIVIL ENGINEERING DEPARTMENT

Course Name: Microsoft Project Manager

Academic Year: 2018 - 19

Co-ordinator: Ms. Ramya Raju

Conducted as per time table for the respective subject

Hours: 30hrs

Course Objectives:

1. Plan for a project in detail
2. To use templates which creates projects in project 2017
3. To create, manage, schedule and track all the imputed resources
4. To create, manage, assign and track tasks of all inputted resources
5. To work with deadline and constraints
6. To use dependencies to help schedule tasks
7. To run reports

Detailed Course Syllabus

Chapter 1: An Introduction to Project Management.....03hours

Recognize when to use project management, role as a project manager is to deliver a project, communications, influence, and careful use of authority all play a major factor in the support you receive to complete the project, Project managers frequently find themselves with the challenge of adding new scope to a project with an already tight timeline. Typically, the job of the project manager is to work with their team to determine what this new scope will mean and how it will affect the project, building and tracking project schedules.

Chapter 2: The Microsoft Project User Interface.....05 hours

To recognize best practices when running MS project for the first time, Microsoft project user interface, the ribbon area icons, tabs, and access to the backstage, Microsoft project scheduling engine, preparing a new project, estimating the project, ribbon actions (icons) you may need to perform within Microsoft project, backstage is a full-screen area that allows you to open, save, share, and print your project, using views and tables



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Chapter 3: The Microsoft Project Scheduling Engine.....06 hours

constraint based scheduling, calculates dates for you based on constraints you place on tasks and resources, critical path and user-controlled scheduling, user-controlled scheduling can effectively break the ability to identify the critical path because durations, start dates, and finish dates are not required when using this feature.

Chapter 4: Preparing a New Project.....6 hours

Create a new project before you create a new project, make sure you have all the project options configured as you want them unless you have a unique reason to do otherwise, it is a good practice to start with a blank project configure a project calendar learn the differences between the Microsoft project calendars and when to use them.

Chapter 5: Estimating the Project.....3 hours

Add tasks to the project, add durations to each task, add predecessors to each task to link tasks together, create the critical path, add resources to the project, create resource assignments, build a work breakdown structure, add costs to the project

Chapter 6: Tracking the Project.....2 hours

To create a baseline baselines, custom views and fields project reporting task status updates updating task status from your team and update the project progress. resource assignment status updates.

Chapter 7: Custom Views and Fields.....3 hours

To create custom views and tables views, create custom fields microsoft project, create graphical indicators when you create a custom field, further enhance it to use graphical indicators. these indicators allow you to display things like red, yellow, and green flag

Chapter 8: Project Reporting.....2 hours

working with the timeline, multiple timelines in project 2016, 2019 and online, working with the reporting module, about agile projects, using the task board, using sprints, using project online desktop, tips and tricks conclusion go to goskills.com using boards and the gantt chart, sharing boards