



Mars Tech Training Institute, Present

MS Project 2019



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Faculties



Mr. Amol Ghuge, Mechanical Engineer. (Mo: 9922981467)

Amol Ghuge is a professional with over a 10+ years of hands-on experience in Project management. His expertise spans diverse industries from EPC, Oil & Gas maintenance, Pharmaceutical turnkey projects and pollution control equipment for Middle East and domestic markets. Beyond his impressive track record, he is deeply passionate about imparting his expertise in **Microsoft Project**, his dedication to teaching not only reflects his commitment to continuous learning but also his desire to empower aspiring Project Managers with the tools they need to succeed in today's Digital Landscape.

Mr. Ajay Singh Thakur, Mechanical Engineer & Corporate Speaker. (Mo: +91 88797 07534)

Professional with over 14 + years of invaluable Project Management experience. Not only possesses the Technical skills but has also well-versed with **Corporate Culture** and traits that are vital for success in today's professional landscape. His handling corporate culture ability sets him apart in this **Competitive** professional world. In conclusion, his extensive project management experience, coupled with his deep understanding of **Corporate culture** and traits, makes him a valuable asset in today's professional world. His ability to navigate through challenges, foster strong relationships inspire others & sets a shining example for young professionals striving for success in their careers.



Why to join us

- ▶ Live Project demonstrations simplifying the Learning Process.
- ▶ Personalized session being planned for one 2 one Interaction with Candidate.
- ▶ Lifetime support / assistance offered after the training delivered.
- ▶ Rich collection of real world examples gained in Corporate sector.
- ▶ Future Career path & Professionalism training.
- ▶ Small Class Sizes for Personalized Attention
- ▶ Comprehensive Course Materials and Resources.
- ▶ Industry Experts as Instructors
- ▶ Customized Training Programs as per Candidates availability.
- ▶ Career Support Services, Continuous Learning and Updates & Certification Preparation



Topics : Microsoft Projects

- ▶ **Module 1:** Getting Started with Microsoft Project.
 - ▶ **Module 2:** Creating the Project Schedule.
 - ▶ **Module 3:** Calendar creation
 - ▶ **Module 4:** Introduction of Timeline, Gantt chart & Filtering
 - ▶ **Module 5:** Work breakdown structure & Network Diagram
 - ▶ **Module 6:** Constraints and Deadlines
 - ▶ **Module 7:** Resources Analysis & Levelling
 - ▶ **Module 8:** Projects tracking
 - ▶ **Module 8:** Reports Generation
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- ▶ Our Delivery Methods
 - ▶ Our Packages
 - ▶ Contact us



MS Projects History:



Year	Milestone
1984	Acquisition of Project Manager by Microsoft Inc.
1984	Release of Microsoft Project 1.0 version.
1990s	Introduction of critical path analysis, resource management & advanced scheduling features
Late 1990s	Integration into the Microsoft Office Suite.
2000s	Cloud-based collaboration introduced.
Present	Continuous development (Updates :1984,1990, 1999, 2003, 2010, 2013, 2016 & 2019 & ahead)

Organization equipped with MS Project :

ExxonMobil



Petrofac

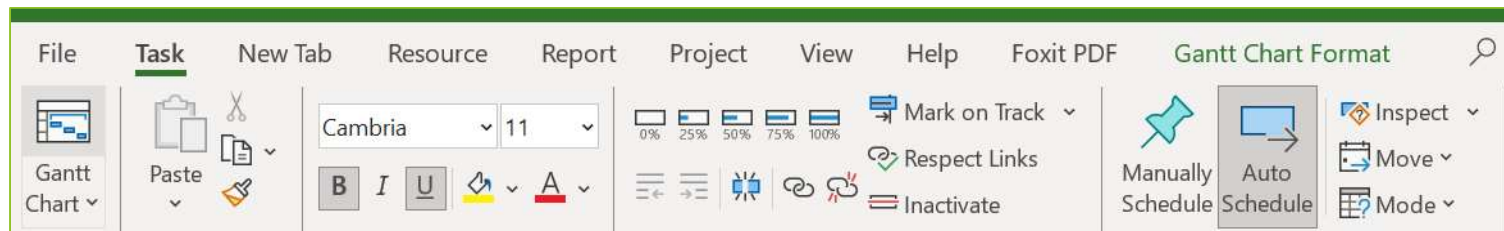
Honeywell



Module 1

Getting Started with Microsoft Project

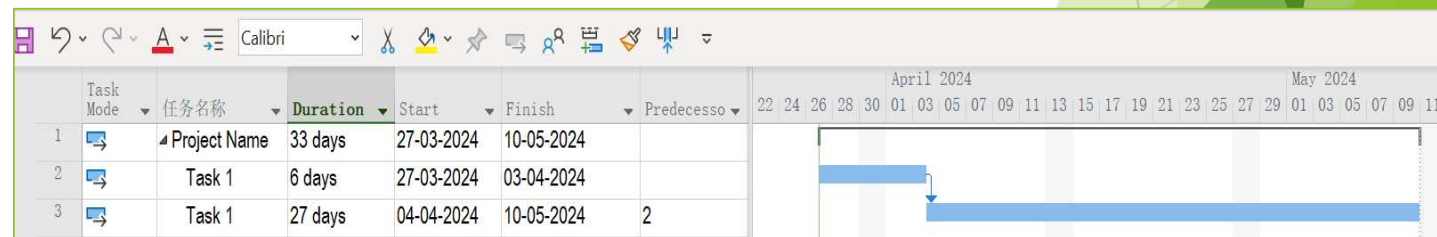
- ▶ Introduction to Microsoft Project.
- ▶ Ribbon introduction.
- ▶ Displaying an Existing Project Plan in Different Views.



Module 2

Creating the Project Schedule

- ▶ Task Durations & Milestones
- ▶ Manual & Auto Scheduling of a task
- ▶ Introduction about Task Relationships
- ▶ Types of dependency
- ▶ Lead and Lag calculation / Implementation
- ▶ Identifying the Critical Path
- ▶ Working with Constraints
- ▶ Recurring Activities
- ▶ Introduction of float
- ▶ Add Notes to a Task



Calendar Creation

- ▶ Introduction To Calendar
- ▶ Types of Calendar
- ▶ Define the Calendar
- ▶ Assigning Calendar in Gantt chart
- ▶ Time Scale At a different Level
- ▶ Assigning Calendar To Project
- ▶ Calendar View

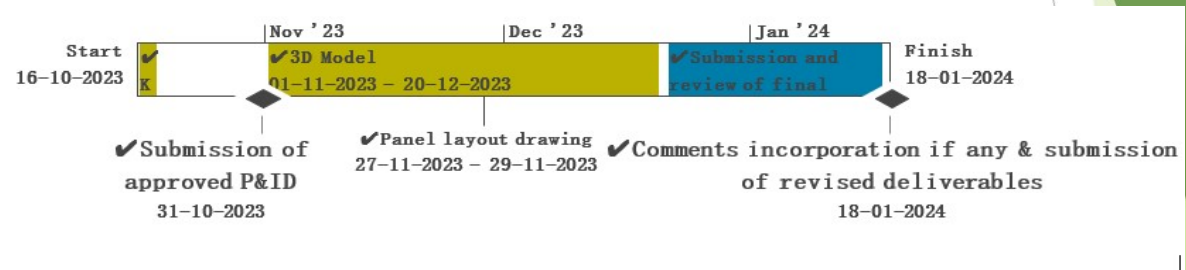
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Module 4

Introduction of Timeline, Gantt chart & Filtering



- ▶ Introduction about Filters
- ▶ Working with filters.
- ▶ Introduction about Group
- ▶ Working with Groups.
- ▶ Gantt charts visual's.
- ▶ Timeline introduction & set-up
- ▶ Formatting and adding labels or notes



Module 5

Work breakdown structure & Network Diagram



► Introduction about WBS

► WBS Codes

► Types of WBS Codes

► Creation of WBS Code

► WBS Outline Codes

► About Summary Task, Sub Task

	Resource Name ▼	Type ▼	Material Label ▼	Initials ▼	Group ▼	Max. Units ▼	Std. Rate ▼	Ovt. Rate ▼	Cost/Use ▼	Accrue At ▼
	Computer	Work		C		100%	₹ 0.00/hr	₹ 0.00/hr	₹ 0.00	Prorated
	Crane	Work		C		100%	₹ 0.00/hr	₹ 0.00/hr	₹ 0.00	Prorated
	Welder	Work		W		100%	₹ 0.00/hr	₹ 0.00/hr	₹ 0.00	Prorated

Module 6

Constraints and Deadlines

- Types of Constraint
- Working with Constraints / Deadline
- Introduction about Recurring Task
- Procedure to set Recurring Task.



Task Information

General | Predecessors | Resources | Advanced | Notes | Custom Fields

Name: Equipment Datasheet Duration: 9 days ☐ Estimated

Constrain task

Deadline: NA

Constraint type: As Soon As Possible Constraint date: NA

Task type: Fixed Units ☐ Effort driven

Calendar: None ☐ Scheduling ignores resource calendars

WBS code: 1.4

Earned value method: % Complete

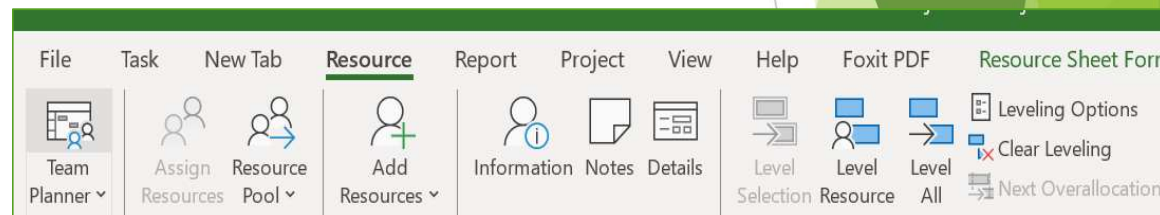
☐ Mark task as milestone

Help OK Cancel

Module 7

Resources Analysis & Levelling

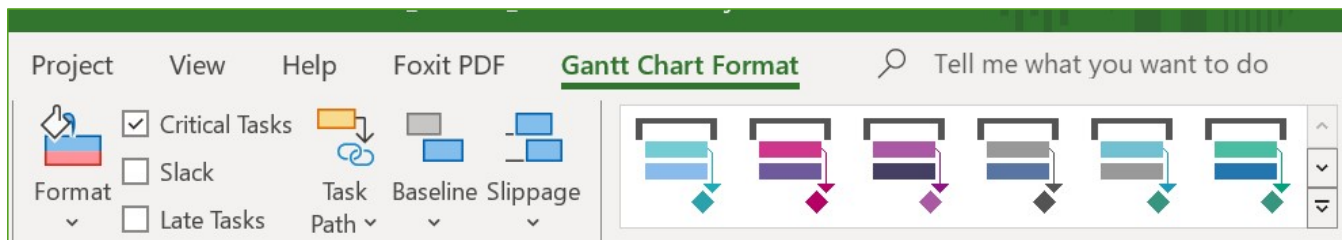
- ▶ Resources type & introduction, Resource Sheet
- ▶ Working with resource information dialog box
- ▶ Resource Calendars
- ▶ Way To Assign, Remove & replace Resource From Task
- ▶ Resource Analysis
- ▶ Understanding in Gantt chart, Resource sheet.
- ▶ Resource graph analysis
- ▶ Different views to identify over allocated resources
- ▶ Working with hyperlinks
- ▶ About Task Types
- ▶ About Effort Driven
- ▶ Resource Pool in different projects
- ▶ Project comparison



Module 8

Projects tracking

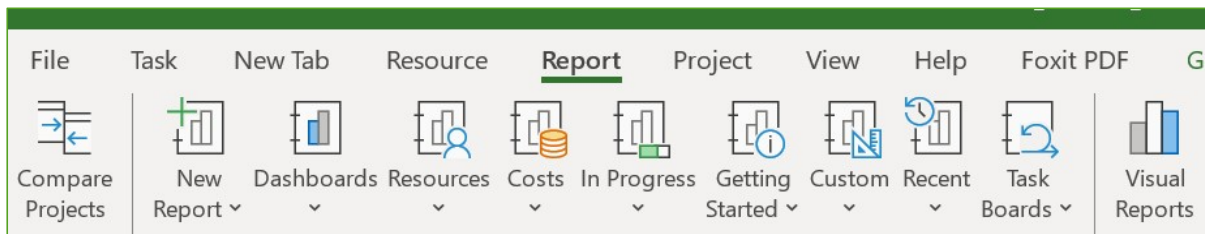
- ▶ Introduction about Tracking
- ▶ Introducing about Baseline
- ▶ Procedure to set Baseline
- ▶ Updating Tasks with Actual Information
- ▶ Entering a Task's Completion Percentage
- ▶ Update Task
- ▶ Updating entire project Set Status Date & Update Project
- ▶ Different Types of Percent Complete
- ▶ Comparative study of Baseline & Actual Progress (Tracking Gantt chart)



Module 9

Reports Generation

- ▶ Final Reports processing
- ▶ Introduction about Reports
- ▶ Types of Reports
- ▶ S- curve
- ▶ Creating Text Reports
- ▶ Visual Reports



Learning Never Ends



- ▶ Keep Continuing reaching your Goal one after the Another.
- ▶ MS Project Learning is just a start & just a drop from the Ocean.
- ▶ Chase the Ocean to Succeed & Rise & Rule.
- ▶ Always remember, Don't just Go with Life, Grow with Life.