MS-Project, introduction
certification PCIE® en option

Hands-on course of 2 days - 14h
Ref.: MPI - Price 2024: CHF1 490 (excl. taxes)

EDUCATIONAL OBJECTIVES
At the end of the training, the trainee will be able to:

Browsing in the MS-Project interface, using different interfaces and reports

Creating tasks in the project and assigning them durations

Establishing dependencies between tasks

Optimizing margins and the project's critical path

Associating resources with the project and improving their use

Tracking the progress of the project and analyzing discrepancies

TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice.

Practical exercises with MS Project.

CERTIFICATION
If registering for the ICDL® (formerly PCIE®) certification option, you must do so at the same time as course registration. The exam is in the form of a 35-minute test. It has 36 questions, and your score indicates your skill level. At least 75% correct answers are needed to pass. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session, under the supervision of an ORSYS approved examiner.

THE PROGRAMME

last updated: 01/2018

1) Introduction
- Defining the planning challenge.
- Functions and uses of MS-Project.

2) Getting started with MS-Project
- Introduction to the elements of the work environment: Toolbars, tables, windows, pop-up help.
- Pre-scheduling configuration: Choosing units of time and work, the calendar, and options.
Hands-on work : Learning the interface. Initializing the project.

3) Setting up the schedule.
- Creating tasks. Handling tasks: Moving, editing, deleting.
- Tracking the PERT network.
- Understanding different types of constraints.
- Analyzing the schedule, identifying margins and the critical path.
Hands-on work : Handling tasks, establishing dependencies. Inputing durations. Showing margins and the critical path. Tracking changes. Adjusting timeframes.

4) Allocation of resources

- Creating and assigning resources.
- Presenting types of tasks.
- Defining assignment fields.

Hands-on work : Creating and assigning resources. Controlling overloads.

5) Setting up the budget

- Defining resource allocation percentages.
- Entering fixed costs.
- Evaluating the budget on the schedule.

Hands-on work : Fixed cost for tasks. Resource leveling. Viewing the budget.

6) Monitoring the project

- Indicators: Baseline, consumed, needed to finish, progress, end estimate.
- Setting up the baseline.
- Updating the project: Entering consumed, progress, work left remaining.

Hands-on work : Save the initial schedule. Define and show the progress date. Automatic progress. Analyze the project.

7) Using the schedule

- Customizing the graphical aspect of a task.
- Adding texts to the schedule.
- Presenting reports.
- Preparing the schedule for a meeting.

Hands-on work : Describe a task or benchmark. List of a resource's tasks. Cost analysis.

DATES

REMOTE CLASS
2025 : 06 Feb, 05 Jun, 21 Aug, 04
Dec