

Day 1

- Introduction Project Management Concepts
- Project Management processes
- Project Knowledge Areas
- OBS (Organizational Breakdown Structure)
- EPS (Enterprise Project Structure)
- Overview of the Project
- Creation of new project through wizard/details
- Calendar Global, Resource, Project
- New Calendar
- Modification, Copying holidays from global.
- Making a Project or resource Calendar as global
- Assigning a Calendar as default for the projects

Day 2

- Entering Activities through Wizard
- Entering Activities through details
- Explore the use of duration format including sub unit
- Mile Snes, Activity Type
- Inserting a new Column
- Moving the Columns

- Time Scale adjustments
- Different kind of relationship between tasks Different methods of linking
- Estimating the project finish date
- Identifying the project critical path
- Editing the task links
- Applying different calendars activities & Estimating the finish date
- Constraints in a Project
- Work Breakdown Structure (WBS)
- Activity Codes
- Project Codes
- Resource Codes

Day 3

- Work Products & Documents
- Creating/ Changing Currency
- Setting exchange rate
- Roles
- Resource Sheet Preparation
- Resource Assigning

Day 4

- Resources Analysis
- Resource Usage Profile
- Resource Usage Spread Sheet

- Resource Curves
- Resource Leveling
- Concepts of Stretching, Crunching & Splitting – Manual
- Automatic Leveling

Updating Progress

- Setting Database
- Entering Actual Start & Actual Finish date for tasks
- Updating through duration
- Updating through Physical % Complete
- Updating through Units
- Updating Cost
- Comparative Study of Baseline and Actual Plan
- Calculating earned Value analysis

Day 5

- Filter
- Global Change
- Reports
- Tabular
- Graphical
- Import / Export
- Formatting Bars
- User defined fields
- Methodology Management

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