



KLEIOS[®]
TECHNOLOGIES
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MICROSOFT PROJECT TRAINING
COURSE SYLLABUS

KLEIOS TECHNOLOGIES[®]

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COURSE SYLLABUS

S.No	Topics
1	Introduction to Project Management & Concepts
2	Introduction to Microsoft Project <ul style="list-style-type: none">• Explore the Project user interface• Manage files and set options in the Backstage view• Work with schedule details in views
3	Setup a New Plan <ul style="list-style-type: none">• Create a new plan and set its start date• Set nonworking days in the project calendar• Enter the plan title and other properties
4	Build a task list <ul style="list-style-type: none">• Create tasks• Enter task durations and dates• Enter milestone tasks• Create summary tasks to outline the plan• Link tasks to create dependencies• Switch task scheduling from manual to automatic• Check a plan's duration and finish date• Document task information
5	Set up resources <ul style="list-style-type: none">• Set up work resources• Enter the maximum capacity for work resources• Enter work resource pay rates• Adjust working time in a resource calendar• Set up cost resources
6	Assign resources to tasks <ul style="list-style-type: none">• Assign work resources to tasks• Control work when adding or removing resource assignments• Assign cost resources to tasks

	<ul style="list-style-type: none"> • Check the plan after assigning resources
7	Formatting and sharing a plan <ul style="list-style-type: none"> • Customize a Gantt chart view • Add tasks to a Timeline view • Customize reports • Copy views and reports • Print views and reports
8	Tracking progress <ul style="list-style-type: none"> • Understand progress tracking • Save a baseline of your plan • Track a plan as scheduled • Enter a task's completion percentage • Enter actual values for tasks • Update a baseline • Track actual and remaining work for tasks and assignments
9	Fine-tune task scheduling <ul style="list-style-type: none"> • Adjust task link relationships • Control task scheduling by using constraints • Adjust working time for individual tasks • Control task scheduling by using task types • Create and assign material resources • Examine resource allocations over time • Resolve resource over allocations manually
10	Fine-tune task details <ul style="list-style-type: none"> • Enter deadline dates • Create a recurring task • View the plan's critical path • Schedule summary tasks manually
11	Fine-tune resource and assignment details <ul style="list-style-type: none"> • Change resource availability over multiple date ranges

	<ul style="list-style-type: none"> • Work with multiple resource pay rates • Change resource pay rates over different date ranges • Delay the start of assignments • Apply contours to assignments • Create and assign material resources • View resource capacity • Adjust assignments in the Team Planner view
12	Fine-tune the Project plan <ul style="list-style-type: none"> • Examine resource allocations over time • Resolve resource over allocations manually • Level over allocated resources • Check the plan's cost and finish date • Inactivate tasks
13	Organize plan details <ul style="list-style-type: none"> • Sort plan details • Group plan details • Filter plan details • Create new tables • Create new views
14	Track progress <ul style="list-style-type: none"> • Update a baseline • Track actual and remaining work for tasks and assignments • Track time phased actual work for tasks and assignments • Reschedule incomplete work
15	View and report project status <ul style="list-style-type: none"> • Examine a plan's variance • Identify tasks that have slipped • Examine task costs • Examine resource costs
16	Format reports

	<ul style="list-style-type: none">• Create a custom report• Customize charts in a report• Customize tables in a report
17	Share information with other programs <ul style="list-style-type: none">• Copy Project data to and from other programs• Open files in other formats in Project• Save to other file formats from Project• Generate reports with Excel and Visio
18	Consolidate projects and resources <ul style="list-style-type: none">• Share a resource pool across multiple plans• Consolidate plans• Create dependencies between plans