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UNITED CADD SERVICES

M.S.Project Course Syllabus

(Duration 30 Hours)

Introduction to Project Management
Project Management Basics
Techniques of Project management (CPM, PERT Networks)
- The Nature of Projects.
Exploring the Microsoft Project Environment
Getting Your Project Going
- Creating a New Project
- Building Tasks
- Copying / Pasting tasks & Automatic Linking
Understanding the Scheduling techniques
- Relationships (FS, FF, SS, SF)
- Linking, Slacks etc.
Refining Your Project
- Understanding the Basics of Views
- Using Calendars
- Grouping of tasks by Indenting
- Work Break Down Structure (WBS)
Creating Resources and Assigning Costs
- Budgeting Reports
- Resource Curves
- Resource Levelling for Overallocation
Tracking your Project Progress
- Understanding Tracking
- Recording & Updating Progress
- Reporting on Progress
Advanced techniques
- Filtering tasks
- Sorting
- 'S'-Curves techniques
Customizing Microsoft Project
- Creating Layouts
- Creating new fields
Test, Quiz, Discussions

Note: You will be given 4 projects during the course and if needed you can bring your own project and we will provide you assistance.