



PROJECT PLANNING AND MANAGEMENT		
MSProject		Total Duration : 30Hours
DAY1	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to CADD Mastre, PPM Knowledge <input type="checkbox"/> Project Life Cycle, Project Triangle <input type="checkbox"/> CPM/PERT/PDM 	<i>Staff Sign</i>
DAY2	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to MSP <input type="checkbox"/> GUI <input type="checkbox"/> Creation of new project <input type="checkbox"/> Calendar Introduction <input type="checkbox"/> Type of Calendar <input type="checkbox"/> Making a Project or resource or Activity Calendar. <input type="checkbox"/> Assigning a Calendar to the projects and Gantt chart. 	
DAY3	<ul style="list-style-type: none"> <input type="checkbox"/> Entering Activities.Mile Stones, Inserting a new Column <input type="checkbox"/> Time Scale adjustments.Different kind of relationship between tasks. <input type="checkbox"/> Different methods of linking <input type="checkbox"/> Estimating the project finish date. <input type="checkbox"/> Identifying the project critical path <input type="checkbox"/> Float /Slack overview 	
DAY4	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to WBS <input type="checkbox"/> Define indent, Out dent, Show or Hide SubTask <input type="checkbox"/> Define Outline Number Code <input type="checkbox"/> Define WBS Code ,Assign code in Activity table 	
DAY5	<ul style="list-style-type: none"> <input type="checkbox"/> Resource Define <input type="checkbox"/> Resource Assign <input type="checkbox"/> Task Type 	
DAY6	<ul style="list-style-type: none"> <input type="checkbox"/> Resource Sheet Preparation <input type="checkbox"/> Resource Analysis <input type="checkbox"/> Resource Leveling <input type="checkbox"/> Planning Budget of the project <input type="checkbox"/> Constraints ,Recurring Task 	



DAY7	<ul style="list-style-type: none"> <input type="checkbox"/> Updating Project (Tracking) <input type="checkbox"/> Plan Vs Actual Data ,Creation of baseline, <input type="checkbox"/> Types of Updation, Tracking Gantt <input type="checkbox"/> Setting of Gridline for Project Start, finish and status date, <input type="checkbox"/> Tracking Table View 	
DAY8	<ul style="list-style-type: none"> <input type="checkbox"/> Generating Variance for Date, Duration & cost <input type="checkbox"/> Earned Value Analysis <input type="checkbox"/> Filter <input type="checkbox"/> Group <input type="checkbox"/> Sorting Task <input type="checkbox"/> Custom Filter,Table 	
DAY9	<ul style="list-style-type: none"> <input type="checkbox"/> Reports <input type="checkbox"/> Tabular Report & Visual report <input type="checkbox"/> Report Customization 	
DAY 10	<ul style="list-style-type: none"> <input type="checkbox"/> Multiple Project <input type="checkbox"/> Resource Share 	
DAY 11	<ul style="list-style-type: none"> <input type="checkbox"/> Data Transfer <input type="checkbox"/> Import /export <input type="checkbox"/> Product Customization <input type="checkbox"/> Doubt Session 	
DAY12,13,14	<ul style="list-style-type: none"> <input type="checkbox"/> PROJECT WORK 	
DAY1 15	<ul style="list-style-type: none"> <input type="checkbox"/> EXAMINATION 	