**MS Project**

Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads.

**(Session 1)**

**Tasks to be learned in First session**

Students will learn how to

1. Open MS Project and create a new project.
2. Rename existing project.
3. Adding basic project information (name, author, manager, currency etc.).
4. Change working time calendar (How to add exceptions)
5. Add tasks (either manually of from a WBS)
6. Make tasks auto schedule (two ways).
7. Enter duration of each task.
8. Link the tasks (two ways).
9. Show and alter precedence column.
10. Add a new task between existing tasks (two ways).
11. Add summary task (two ways).
12. Add reoccurring task.
13. Add milestones (two ways).
14. Add note.
15. Understand and change the options for arrow links.
16. Add basic constraint of not starting before any particular date.
17. Show network diagram.

**(Session 2)**

**Tasks to be learned in second session are:**

1. How to add tasks using a WBS.
2. Scheduling a project using finish date.
3. Working of some buttons (scroll to task, details, time line)
4. How to add resources (Human and Non-Human Resources)
5. Select type of a particular resource (From three available types)
6. Add standard rate of resources
7. Add over time rates of resources
8. Understand and set “Accrue to” Option
9. How to assign the added resources to particular tasks
10. View and read cost table
11. Concept of fixed cost, how to add it and make a note against it
12. How to add exception in working days of a particular resource
13. How to change the rate of a particular resource during development
14. How to view total cost of individual resources
15. Removal of resource confliction (3 ways)
16. Planning is done here; now before starting development, once view the statistics of the project.