



Computer Society of India, Mumbai Chapter
PRESENTS TWO DAYS HANDS ON COURSE ON

MICROSOFT PROJECT

18th – 19th January 2011 , from 9.30 a.m. to 5.30 p.m.

Note: Participants are eligible for 12 hours of CPE / PDU's

COURSE OVERVIEW :

This course introduces the basics of Microsoft Project, a project management tool used individually and in integration with many Microsoft Products

DURATION :

This is a two (2) day course that will prepare participants for management and documentation of Projects.

COURSE OBJECTIVES :

- To prepare candidate to handle the software with elan
- To give the candidate adequate details to manage projects effectively

COURSE BENEFITS :

On completion of this course, student should be able to:

- Independently create a project plan
- Manage enterprise resources
- Create and maintain financial details about the project
- Manage resources and deadlines
- Deliver adequate documentation for the project

COURSE OUTLINE:

• Starting a Project

Intro and Overview, The Project Workspace, Project Views Generating Reports, Create a New Project, Set Non-Working Days & Project Properties.

- **Creating Tasks**

Setting Up a Task, Importing Tasks, Insert and Delete Tasks Estimate Duration, Set Elapsed Time, Using Milestones, Organizing Phases, Linking Tasks

- **Working with Resources**

Setting Up People , Adjusting Availability, Setting Up Equipment Setting Up Material, Entering Pay Rates

- **Assigning a Resource to a Task**

Adjusting Individual Resources , Assigning Resources Adding Additional Resources , Assigning Material , Lag and Lead Time Setting Constraints , The Critical Path , Change Calendar for Tasks Delete a Calendar , Change Timeline

- **Creating a Plan**

Create a Resource Pool, Using the Resource Pool, Viewing Over allocations, Over allocation Report, Resolve Over allocations, Level Leveling Over allocations

- **Tracking Progress**

Linking Summary Tasks, Saving a Baseline, Tracking Project as Scheduled, Entering a Completion Percentage, Entering Actual Completion Values, Updating the Baseline, Add a Note Check Project Duration

- **Editing Task Details**

Interrupting Work, Changing Task Types, Entering Deadlines Entering Fixed Costs, Set Up Recurring Tasks, Sorting Project Details Grouping Project Details, Customizing Tables, Customizing Views, Using the Organizer

- **Editing Assignment Details**

Entering Multiple Pay Rates, Resource Availability at Different Times Delay the Start of Assignments, Apply Contours , Duration and Manual Contours, Apply Different Cost Rates, Material Consumption Rates

- **Sharing Project Information**

Copy and Paste, Exporting to Other Apps, Opening in Other File Formats, Saving to Other File Formats, Printing Views, Printing Reports Publishing as a Web Page,, Publishing as a GIF , Formatting a View Create Custom Gantt Chart

- **Conclusion**

Wrapping it Up

WHO SHOULD ATTEND?

IT Managers, IT staff and process owners
Application, project and business managers directly involved in IT
Any member of an IT organization in delivery of IT services.

FACULTY PROFILE :

DR. MAHENDRA JIVRAJ PATEL

BAMS (Bombay)

CISA (Certified Information Systems Auditor - USA)

ISO 9001:2000 Implementer

Profile:

- In the field of information systems for more than 15 years.
- Worked in all the areas of information systems and software development, with live experience in every department.
 - Software development i.e. Coding
 - System analyst
 - Database designer
 - System designer
 - Team leader
 - Project manager
 - Product Manager with **three** project manager (and projects) working under me.
- Regular faculty at (for training in Security and I S Audit):
 - RBI Training Centre (Software Testing and Security)
 - Central Bank & Bank of India Training Centre (Security, I S Audit)
 - Institute of Chartered Accountants of India (ISA Faculty)
 - Regional Training Institute of Comptroller & Auditor General of India [They are a government body doing audits of Government of India, PLCs. The reports are tabled in Lok Sabha.] (Security, I S Audit)
 - NITIE - Powai
 - ISACA (I S Audit, Security)
 - Engineering Colleges (Training for Security)

Currently working in the field of:

- Consultation - for the past 5 Years
- I S Audit
- Technology Implementation Consultant to Banks
- Verification & Validation of controls in banking software
- Process implementation
 - ISO 9001:2000
 - ISO 27001

REGISTRATION FEES :

CSI Member	-	7500/-	Per Participant
Non CSI Member	-	8500/-	Per Participant

- Participants will be given laptops for hands on practice.
- The cheque / DD in favour of "**CSI Mumbai Chapter**" Payable at Mumbai.
- The mentioned fees is inclusive of all taxes and charges.
- Registration fees covers courseware, lunch, Tea/Coffee and CSI Certificate.
- Group discount is available for minimum 4 number of registration.
- Non CSI Member can avail discount in fees by becoming member of the society for details visit <http://www.csimumbai.org>

FOR VENUE AND REGISTRATION CONTACT:

Mr. Harshvardhan Mane/ Santosh Hebbale,
E-217, Floral Deck Plaza, Near Seepz, MIDC Andheri East, Mumbai - 400 093.
Landmark – Near Seepz Gate No.1,
Tel: 022 28235476 / 28235548, 42292358, 28314298, Mobile - 9819089527, 9664926800
Fax: 022 28235546
Email: info@csimumbai.org , csimumbai@vsnl.com
<http://www.csimumbai.org>

Participation only through advance registration

(Batch size : 20 participants only)

Note – Out station participants need to confirm atleast 5 days prior to the commencement of the workshop

Disclaimer:

This mail is not spam mail and is a genuine communication from Computer Society of India (CSI) Mumbai Chapter to its members and other IT Professionals to inform them about the forthcoming event. If you feel that this mail should not have been sent to you or you want similar communication to be sent to your different e-mail address, please reply to this mail and specify it in the message.