

# MS-Project, introduction certification PCIE® en option

Hands-on course of 2 days - 14h

Ref.: MPI - Price 2024: CHF1 490 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Browsing in the MS-Project interface, using different interfaces and reports

Creating tasks in the project and assigning them durations

Establishing dependencies between tasks

Optimizing margins and the project's critical path

Associating resources with the project and improving their use

Tracking the progress of the project and analyzing discrepancies

## TEACHING METHODS

Active and participatory instructional methods. Alternating theory and practice.

Practical exercises with MS Project.

## CERTIFICATION

If registering for the ICDL® (formerly PCIE®) certification option, you must do so at the same time as course registration. The exam is in the form of a 35-minute test. It has 36 questions, and your score indicates your skill level. At least 75% correct answers are needed to pass. Merely taking the course is not sufficient to achieve a maximum score. The exam must be both scheduled and then taken online within 4 weeks following the start of your session, under the supervision of an ORSYS approved examiner.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 01/2018

### 1) Introduction

- Defining the planning challenge.
- Functions and uses of MS-Project.

### 2) Getting started with MS-Project

- Introduction to the elements of the work environment: Toolbars, tables, windows, pop-up help.
- Pre-scheduling configuration: Choosing units of time and work, the calendar, and options.

*Hands-on work* : Learning the interface. Initializing the project.

### 3) Setting up the schedule.

- Creating tasks. Handling tasks: Moving, editing, deleting.
- Tracking the PERT network.
- Understanding different types of constraints.
- Analyzing the schedule, identifying margins and the critical path.

*Hands-on work* : Handling tasks, establishing dependencies. Inputting durations. Showing margins and the critical path. Tracking changes. Adjusting timeframes.

#### 4) Allocation of resources

- Creating and assigning resources.
- Presenting types of tasks.
- Defining assignment fields.

*Hands-on work* : Creating and assigning resources. Controlling overloads.

#### 5) Setting up the budget

- Defining resource allocation percentages.
- Entering fixed costs.
- Evaluating the budget on the schedule.

*Hands-on work* : Fixed cost for tasks. Resource leveling. Viewing the budget.

#### 6) Monitoring the project

- Indicators: Baseline, consumed, needed to finish, progress, end estimate.
- Setting up the baseline.
- Updating the project: Entering consumed, progress, work left remaining.

*Hands-on work* : Save the initial schedule. Define and show the progress date. Automatic progress. Analyze the project.

#### 7) Using the schedule

- Customizing the graphical aspect of a task.
- Adding texts to the schedule.
- Presenting reports.
- Preparing the schedule for a meeting.

*Hands-on work* : Describe a task or benchmark. List of a resource's tasks. Cost analysis.

## DATES

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REMOTE CLASS

2024 : 05 Sep, 28 Nov