TripCons Project Management Training and Consulting
Microsoft Project 2016/ 2019 Training Agenda
www.tripcons.in

Introduction:

The training will be covered in 14 to 16 hours depending on the max batch size.. You are required to have your own laptop with 64 bit OS Win 7 / Win 10 with minimum 4 GB RAM.
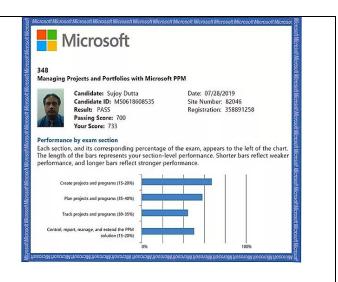
Deliverables:

1. Great practical training from MS Certified Power Practitioner since 1998.
2. Authorised Trial Version of MS Project 2016 / 2019.
3. Remote Software Installation Assistance upon request before the training
4. Case Studies, Slides and MS Press Book for further self-based knowledge enhancement.
5. Life Time Support via WhatsApp group.

Trainer Profile.

Sujoy Dutta is an international PMP, MS Project, Primavera, Project Online Trainer and Consultant having over 23+ years of vast experience in the IT industry as Developer, Systems Analyst, Project Manager & Program Manager. The trainees acquire demonstrable and measurable skills at the conclusion of the training sessions. He has trained thousands of people from varied industries like Information Technology, Construction, Manufacturing, Event Management, PSUs and Software Development including cadres from Senior Management. He provides Project Management Training and Consultancy.

Relevant Certifications:

Course Outline
Module 1: Components of a Project
This module explains how to identify the components of a project and map a project. It also explains the sample projects used throughout this course. .
Lessons
- Project Components
- Mapping a Project
- Exercise: Mapping a Project
- Sample Projects Used in This Course

After completing this module, students will be able to:
- Identify components of a project.
- Map a project.
- Understand the sample projects that are used in this course.

Module 2: Getting Around Microsoft Project 2016 / 2019
This module explains how to get around in Microsoft Project 2016 / 2019.
Lessons
- Starting Project
- The Ribbon
- Exercise: Understanding the Ribbon
- The Backstage View
- Exercise: Open and Save a Project
- Exercise: Enter Project Information
- Tour of the Quick Access Toolbar
- Exercise: Add and Delete Commands from the Quick Access Toolbar
- Basic Formatting

After completing this module, students will be able to:
- Start Project 2016 / 2019.
- Understand tabs, groups, and commands on the Ribbon.
- Hide the Ribbon.
- Enter project information.
- Customize the Quick Access Toolbar.
- Use basic formatting in Project 2016 / 2019.

Module 3: Calendars
This module explains how to work with Calendars in Microsoft Outlook 2016 / 2019.
Lessons
- Project Start Date
- Exercise: Set the Project Start Date
- Creating a ProjCect Calendar
- Connecting a Calendar to a Project

- Formatting the Timeline to Match a Custom Calendar
- Exercise: Create and Link a Project Calendar

After completing this module, students will be able to:
- How to set a project's start and finish dates.
- Change a project calendar.
- Format the timeline of the Gantt chart view.

Module 4: Working with Tasks
This module explains how to work with tasks in Microsoft Outlook 2016 / 2019.
Lessons
- Creating a Task
- Entering Durations
- Exercise: Enter Tasks and Durations
- Scheduling Tasks
- Exercise: Set a Task to Manual Scheduling
- Milestone Tasks
- Exercise: Add a Milestone Task
- Linking Tasks
- Exercise: Link Tasks
- Adding Notes to Tasks
- Exercise: Add a Note to a Task
- Add a Calendar to a Task
- Exercise: Add to Your Map
- Exercise: Practice of Topics covered in Lessons 1 to 4

Module 5: Creating and Working with Resources
This module explains how to create and work with resources.
Lessons
- The Resource Sheet
- Exercise: Enter Work, Material, and Cost Resources
- Assigning Resources to Tasks
- Exercise: Assign Resources to Tasks
After completing this module, students will be able to:
- Add resources to a project.
- Assign resources to tasks.

Module 6: Managing and tracking a Project in Real Time
This module explains how to manage a project using Microsoft Project 2016 / 2019.**Lessons**
- Viewing a Project
- Reviewing and Making Adjustments to a Project
- Exercise: Review the Project
- Setting a Baseline
- Viewing the Baseline

- Update the baseline
- Exercise: Set and View a Baseline
- Recording Progress
- Exercise: Record Progress
- Reporting on Projects
- Exercise: Create a Report
- Sending Data to Excel
- Exercise: Send Data to Excel

Module7 & 8: Simulated Case Study and Graphical & Tabular Dynamic Reporting

The trainees will be working upon a case study given by the trainer or alternatively as case study can be developed from organization's project outline given in advance.

- Report and Control Schedule variances
- Report and Control Cost variances
- Report and Control Work variances

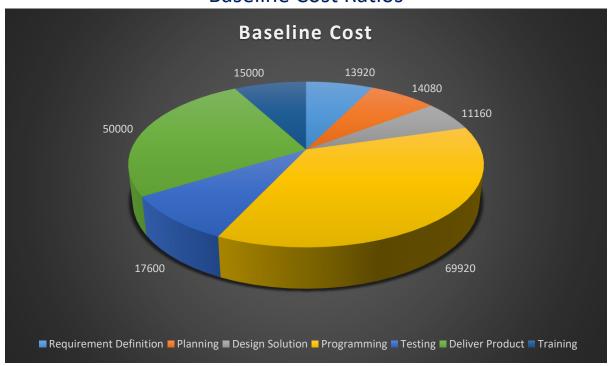After completing this module, students will be able to:

- Use different way to view a project.
- Review and make adjustments to a project.
- Set a baseline.
- Update a project.
- Create and format reports.
- Send data to Excel for analysis.

Sample Output Reports for Management

Baseline Cost Ratios

Project Timeline

Cost Status

Name	Actual Cost	Remaining Cost	Baseline Cost	Cost	Cost Variance
Requirement Definition	Rs. 5,280.00	Rs. 8,640.00	Rs. 13,920.00	Rs. 13,920.00	Rs. 0.00
Planning	Rs. 0.00	Rs. 14,080.00	Rs. 14,080.00	Rs. 14,080.00	Rs. 0.00
Design Solution	Rs. 0.00	Rs. 11,160.00	Rs. 11,160.00	Rs. 11,160.00	Rs. 0.00
Programming	Rs. 0.00	Rs. 69,920.00	Rs. 69,920.00	Rs. 69,920.00	Rs. 0.00
Testing	Rs. 0.00	Rs. 17,600.00	Rs. 17,600.00	Rs. 17,600.00	Rs. 0.00
Training	Rs. 0.00	Rs. 15,000.00	Rs. 15,000.00	Rs. 15,000.00	Rs. 0.00

Real testimonials from LinkedIn.com

Sujoy Dutta, PMP (PMP, MSP, PPM, Primavera Trainer, Consultant)
Managing Director at Tripcons Project Planning and Training Consulting Services Pvt. Ltd.

Ian Mark Gabot
Student at mapua
September 11, 2020, Ian Mark was a client of Sujoy Dutta, PMP'S

I saw one of the youtube videos of Mr. Sujoy and I'm immediately interested to learn from him. I can tell that he knows everything about the topic and well experienced in management. The training session helped me a lot as a new grad student. Before I had no idea what I'm doing but after the training, I feel like an expert in the software and the applications in management.

I recommend Mr. Sujoy to be your trainer as he takes care of you, especially when you're a beginner and want to improve your skills in MS Project. See less

Abhishek Nema
TELECOM & MANAGEMENT
July 19, 2020, Abhishek was a client of Sujoy Dutta, PMP'S

I highly recommend Mr Dutta for Project Management Education and Microsoft Project Training. Mr Sujoy Dutta is Driven, Organized and an excellent guide for all those new to Project Management methodologies..

Anurag Chandra
Government Agency information technology, services and Cyber security consultancy
June 21, 2020, Anurag was a client of Sujoy Dutta, PMP'S

Mr Sujoy Dutta is a very passionate instructor, which I observed and felt personally. His commitment towards any training is a reflection of single minded dogged approach for the team to understand each element of what he teaches. He has an amazing patience in teaching and clearing doubts any number of times. His knowledge, patience and passion towards teaching beyond the limits of time, makes him desirable by many, as a good consultant. See less

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Sujoy Dutta, PMP
Project Management Consultant

Consultancy and Training for PMP, CAPM, MS Project, MS Project Online and Primavera P6. Project Planning & Scheduling and IT support services for engineering companies

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