

# MS Project 2013: Leading an IT Project méthode pour la planification et le suivi de projet ; certification PCIE® en option

**Hands-on course of 3 days - 21h**  
**Ref.: PIR - Price 2025: 2 120 (excl. taxes)**

## EDUCATIONAL OBJECTIVES

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

- Organize the work environment with MS Project.
- Enter and define dependencies between a project's tasks.
- Identify the schedule's critical path and improve it.
- Assign resources to the project's tasks and optimize by sliding or leveling.
- Declare the project's progress and create the project's indicators of progress.
- Define and track the project's financial data.

## THE PROGRAMME

last updated: 03/2024

### 1) Preparing the work environment.

- The Ribbon. Current views.
- Instituting the project calendar.
- Connecting with WBS.

*Hands-on work* : Browsing within MS Project. Configuring your environment. Initializing the project.

### 2) Scheduling and structuring the project

- Manual and automatic scheduling modes.
- Identifying the activities. Structuring the project.
- Analyzing the critical path and margins.
- Setting constraints in the schedule.

*Hands-on work* : Inputting dependencies. The different tables. Constraints.

### 3) Optimizing the schedule

- Pausing an activity. Disabling a task.
- Optimization method. Splitting tasks.

*Hands-on work* : Optimizing timeframes and relationships between tasks. Splitting tasks.

### 4) Allocating resources

- Understanding the Work/Duration/Capacity relationship
- Types of resources, assignment modes.
- Estimating durations. Calculating the critical path.

*Hands-on work* : Inputting and assigning resources. Managing the calendar and capability of a resource.

### 5) Budgeting

- Incorporating forecast costs into the budget.
- Managing the cost of resources.
- Multiple-cost resources.

## 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.

- Managing changes in a resource's cost.

*Hands-on work : Entering expenses. Viewing the resource costs*

#### 6) Baseline

- Creating a cost/time baseline (performance).
- Incorporating subcontractor schedules.
- Adding post-scheduling tasks.

*Hands-on work : Creating and updating a baseline*

#### 7) Monitoring the project

- Using the report center.
- Designing progress dashboards.
- Exporting data to Excel, Access, and Visio.
- Monitoring by charges and by deadlines.
- Monitoring by what's left and what's been used.
- Rescheduling uncompleted work.

*Hands-on work : Declaring progress. Monitoring by charges and by deadlines. Rescheduling activities*

#### 8) Multiproject work

- Integrating a subproject. Consolidating multiple projects.
- Creating links between projects.
- Sharing resources Resource pool.

*Hands-on work : Multiproject work.*

## DATES

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### REMOTE CLASS

2025 : 08 sept., 19 nov.