

Course : MS-Project 2010, managing a project

Practical course - 3d - 21h00 - Ref. PIL

Price : 2110 CHF E.T.



This training course will give you a complete command of Microsoft Project. It is organized around a real-life case study implementing its various functionalities. You'll also see how to build an organization around the tool to harmonize the monitoring and management of company projects.

Teaching objectives

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

- ✓ Setting project environment variables in MS-Project
- ✓ Capture and organize the project task network
- ✓ Identify the critical path of a project and its margins for improvement
- ✓ Allocate resources to tasks and optimize their use

Intended audience

Project manager, department manager, project engineer, planner.

Prerequisites

Basic knowledge of MS-Project.

Practical details

Hands-on work

Participants have to handle a project from A to Z, following an approach to organization, planning and management using MS-Project.

Course schedule

1 Preparing the working environment

- Overview of how displays, tables and filters work. Create customized displays.
- Create a project template.

PARTICIPANTS

Project manager, department manager, project engineer, planner.

PREREQUISITES

Basic knowledge of MS-Project.

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.

2 Framing and structuring the project

- Definition of objectives, project phases and key milestones. Enter objectives into MS-Project.
- Project breakdown.
- Construction of a work breakdown structure (WBS).

Hands-on work

Initialize project. Enter objectives, flowchart, responsibilities. Customize environment.

3 Initial planning

- Identification of activities.
- Construction of the linking logic.
- Critical path calculation. Schedule input.

Hands-on work

Enter sequence logic. Enter duration. Navigate the Gantt.

4 Schedule optimization

- Presentation of link types. Duration assumptions. Critical path and margin analysis.

Hands-on work

Reduce deadlines in MS-Project. Take a copy with initial planning. Gantt tracking.

5 Resource allocation

- Typologies of resources and how they are used.
- The Work/Duration/Capacity relationship. Types of tasks.

Hands-on work

Enter and allocate resources. Link between resource availability and task duration. Resource calendar.

6 Reference planning

- Integrate communication actions.
- Save and view reference plans.

Hands-on work

Complete the TO. Add data outside the TO. Organize Gantt. Cancel initial planning.

7 Project management

- Reminders: reference, advancement, RAF, VBTR.
- Comparison of advancement methods.
- Project communication. Planning as a communication tool.

Hands-on work

Copy initial schedule. Set and display status date. Declare progress. Set up indicators.

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 to review your request and its feasibility.

8 Multi-project work

- Presentation of multiproject issues.
- Analysis of the possibilities offered by MS-Project.

Hands-on work

Working with multiple projects. Create a model project.

Dates and locations

REMOTE CLASS

2026 : 27 May, 7 Oct.