

Course : MS-Project, the essentials for project planning

Practical course - 1d - 7h00 - Ref. PLN

Price : 890 CHF E.T.

★★★★☆ 4,4 / 5

This course will teach you how to structure your project. It will also show you how to use the Microsoft Project tool to plan, optimize, manage and operate your project.

Teaching objectives

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

- ✓ Planning a project
- ✓ Assessing resource requirements
- ✓ Communicating planning and workload
- ✓ Preparing to delegate planning to a project manager

Intended audience

Business engineers, department heads, project engineers, project management team members, anyone who has to draw up a schedule with MS-Project.

Prerequisites

Basic knowledge of project planning.

Practical details

Hands-on work

Project planning following a methodological approach and application examples based on MS-Project.

Teaching methods

Project simulation.

Course schedule

PARTICIPANTS

Business engineers, department heads, project engineers, project management team members, anyone who has to draw up a schedule with MS-Project.

PREREQUISITES

Basic knowledge of project planning.

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.

1 Preparing the working environment

- Reminder of planning principles.
- MS Project operating principles.
- The Ribbon. Current views.
- Set up the project schedule.
- Link to other documents.

Hands-on work

Navigate in MS-Project. Configure your environment. Initialize project.

2 Structuring the project

- Identification of activities.
- Drawing up a task organization chart.
- Standardized cutouts.
- Breakdown into sub-projects.

Hands-on work

Organize tasks in MS-Project.

3 Setting up and optimizing schedules

- Understand manual and automatic planning modes.
- Project sequencing.
- Arrangement of task scheduling constraints in the schedule.
- Notions of earliest and latest dates.
- Critical path and margin analysis.

Hands-on work

Understand the logic of task sequencing. Identify the critical path in the schedule.

4 Resource allocation

- Assign resources to tasks, different modes.
- Use of resources, availability. Work/Duration/Capacity relationship.
- Visualize overloads, audit resources.
- Optimize resource use (smoothing, leveling).

Hands-on work

Enter resources and resource properties (calendar). Manage overloads.

5 Project budget

- The rate of resource recovery.
- Different types of resources, fixed costs.
- Consolidate expenses and costs.
- Communicate forecast data.
- Prepare to delegate planning to a project manager.

Hands-on work

Consolidate expenses and costs. Present project cost information.

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 to review your request and its feasibility.

6 Data processing

- Prepare a printout of the Gantt chart and project timeline.
- Establish a reference plan.
- Reporting, formatting project data.

Hands-on work

Use multiple reports to communicate planning.

Dates and locations

REMOTE CLASS

2026 : 3 Apr., 9 June, 23 Sep., 9 Dec.