

# Course : MS-Project, managing a non-computer project

Planning and monitoring project data

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

Price : 2110 CHF E.T.

★★★★☆ 4,6 / 5

This course will introduce you to all the features of Microsoft Project. Using a real-life case study, it will show you how to implement them. By the end of the course, you'll have mastered MS-Project and be able to use it to manage and optimize your non-computer 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 managers, department heads, project engineers, planners, project management team members.

## Prerequisites

Basic knowledge of MS-Project.

## Practical details

### Hands-on work

Organize a project by following a methodological approach to project planning and management using MS-Project 2019.

## Course schedule

### PARTICIPANTS

Project managers, department heads, project engineers, planners, project management team members.

### 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.

## 1 Preparing the working environment

- The Ribbon. Current views.
- Set up the project schedule.
- Make the link with the WBS.

### Hands-on work

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

## 2 Project planning and structuring

- Manual and automatic planning modes.
- Identifying activities. Structuring the project.
- Critical path and margin analysis.
- Accommodating constraints in the schedule.

### Hands-on work

Understand the logic behind the sequence. Different tables. Constraints.

## 3 Schedule optimization

- Pause an activity. Deactivate a task.
- Optimization method. Task splitting.

### Hands-on work

Optimize deadlines and relationships between tasks. Splitting.

## 4 Resource allocation

- Understanding the Work/Duration/Capacity relationship.
- Resource types, allocation modes.
- Time estimation. Critical path calculation.

### Hands-on work

Enter and assign resources. Manage resource scheduling and capacity.

## 5 Budgeting

- Include projected expenses in the budget.
- Manage resource costs.
- Multiple-cost resources.
- Manage resource cost trends.

### Hands-on work

Enter expenses. View resource costs.

## 6 Reference planning

- Establish a cost/time benchmark (performance).
- Integrate subcontractors' schedules.
- Add a task after the schedule.

### Hands-on work

Establish and update a reference plan.

### 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.

## 7 Project management

- Use the report center.
- Design progress dashboards.
- Data export to Excel, Access and Visio.
- Load and deadline monitoring.
- This is followed by the "reste à faire" and the "consommé".
- Replan unfinished work.

### Hands-on work

Declare progress. Follow-up by workloads and deadlines. Reschedule activities.

## 8 Multi-project work

- Integrate a sub-project. Consolidate several projects.
- Establish links between projects.
- Resource sharing. Resource pooling.

### Hands-on work

Working on multi-projects.

## Dates and locations

### REMOTE CLASS

2026 : 24 June, 7 Oct., 30 Nov.