

B. Com. –VI

Course Code: CE 304(D)

Course Name: Computer Applications

Paper Title: MS Project

Objectives:

After completion of this course student will be able to know

- Fundamentals of various phases and role of Ms Project
- Ways to plan and schedule, also manage various projects

Contents:

Unit – I Introduction :

Introduction to MS Project, MS Project and Views, Understanding Ribbon Interface, Managing MS Project Files, Method of working, Introduction to Task : *Task name, duration, type*, Inserting, Editing, copying and Deleting Tasks, Zooming in and out

Unit –II Understanding of Logical Relationship and Scheduling :

Introduction to Logic Relationship, Predecessor and Successor, Types of Relationships, Relationships with Lag and Lead, Inputting Relationships, Introduction to Scheduling, Schedule Passes, Total Slack and Free Slack, Project Summary task, Comparison between Automatic Scheduled and Manually Scheduled, Introduction to Views, Tables and Filters, Related Reports

Unit – III Calendars, Constraints, Resources and Cost, Views and Tables in Gantt Chart View:

Calendar: Introduction to Calendars, Defining new Calendar, Assigning Calendars to Projects and tasks, Calendar View, **Constraints:** Introduction to Constraints, Constraint types, Applying Constraints to tasks and Deadline on task, **Resources:** Introduction to Resources, Creating Resource sheet, Creating Resource Calendar, Assigning Resource to Tasks, Resources to Fixed Unit Task and Fixed Duration Task, Resource and Cost Views and Tables, Resource Leveling, **Views and Tables:** Creating a new View, Customizing Bars, Gantt Chart Style, Customizing Layout, Formatting Timescale, Gridlines, Fonts and Text Styles, Customizing Tables and Timeline View

Unit – IV Tracking of Projects, Network Diagram, Filters, Fields, Grouping and Printing of Views:

Tracking of Project: Splitting Task, Gantt Chart View after Tracking, Project Statistics, Tracking Gantt View, Variance Table and Reports, **Network Diagram and Filters:** Introduction to Network Diagram, Box Styles, Format Box and Layout, Introduction to Filters, Premade Filters, AutoFilters, Creating customized Filter, **Fields:** Introduction to Field, Creating new Field, **Grouping:** Introduction to Grouping, Pre made Groups, Creating customized Group, **Printing:** Preparation for Print of the Views, Printing Views

Main Reference Book(s):

- (i) MS Project 2010 Fundamentals by Munir Hamad,, Shroff Publishers and Distributors Pvt Ltd.

Suggested Additional Reading Book(s):

- (i) MS Project 2010 Bible by Elaine Marmel, Wiley Publishing, Inc.
- (ii) Project 2010 Inside Out by Teresa S. Stover, Bonnie Biafore, Andreea Marinescu, O'Relly Media, Inc.

Practical Exercises : As per Text Book

Accomplishments of the student after completing the Course:

- Student would be able to identify project phases and able to create project, insert tasks, task calendars, apply task constraints, create resources and assigning them to tasks, customization of views and tables in Gantt Chart view, track projects, customize Network Diagram, use Filters, Fields and Groups and take prints of views created using MS Project 2010
