

<b>Module Name (Civil Engineering)</b>	<b>Total Hours</b>
<b>MS Project</b> <i>(Approved by Miss Yama Kotecha, Privat Consultant for Primavera and MS Project, Ahmedabad)</i>	<b>21</b>

Topic	Sub Topic	Hours	
		Theory	Practice
1. Introduction	1.1 An Overview of MS Project	01	01
2. Working with MS Project	2.1 Starting MS Project	01	02
	2.2 The MS Project workspace		
3. Creating a new Project	3.1 Setting the project start date and adjusting the project calendar	01	02
	3.2 Adjusting the Time Scale Format		
	3.3 Enter Task Names and Task Roll Ups		
	3.4 Organising Tasks into Phases		
4. Adjusting Task Relationships	4.1 Task Constraints	01	02
	4.2 Task Types		
	4.3 Work Breakdown Structure		
5. Project Resources	5.1 Entering resources into the Resource Sheet	01	02
	5.2 Adjust the Working Time for the Resources		
6. Formatting and Printing the Project Plan	6.1 Formatting and printing the Project Plan	01	02
	6.2 Creating a copy of the Gantt Chart		
	6.3 Filter and Group Command		
7. Saving a Project Baseline and Assigning resources to task	7.1 Saving a Project Baseline	01	01
	7.2 The Scheduling Formula: Duration, Units, and Work		
	7.3 Effort-driven scheduling method		
8. Tracking the project's progress	8.1 Track a project as scheduled	01	01
	8.2 Entering a Task's Completion Percentage		
	8.3 Tracking Actual Work for Tasks and Assignments		
	8.4 Earned Value Analysis		
	<b>Total Hours:</b>	<b>21</b>	