

MS Project

Basic / Advance

User rating*

“ If you fail to plan, you are planning to fail. With the strong base of Estimation & QS, planning studies at infini helped in keep good control on project with regards to manpower, material and machinery resources. ”

- **Shubham Hake**
Planning & Execution Engineer
Samarth Group



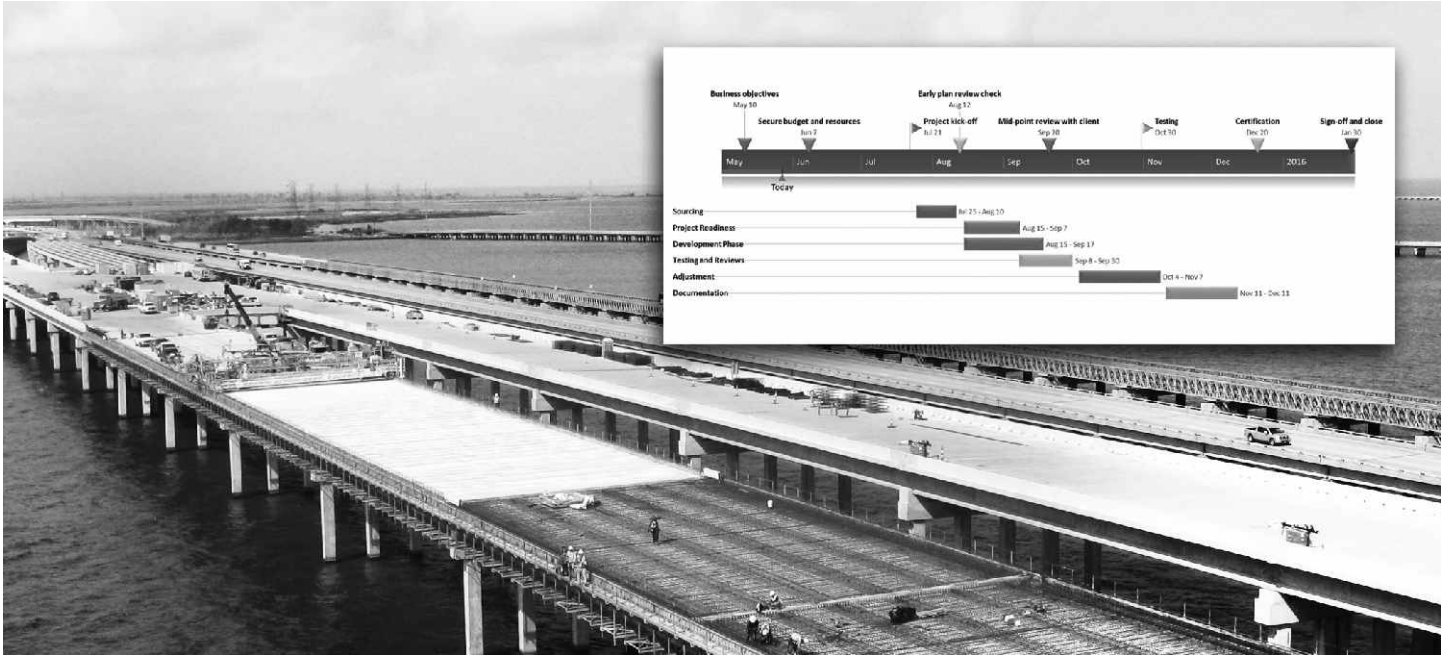
(Rating is based on the feedback of alumni)

Project Planning & Controlling using MS Project

BASIC
40 hrs

Project Management using MS Project

ADVANCE
50 hrs



Weekly batches at Pune Monday to Friday

2 hrs a day

Sunday batch

6 hrs a day

Batch timings are flexible as per the availability of trainer / learners.

Level

Basic / Advance

Are your projects expanding in size and scope faster than you can manage them? Are you starting to work on an enterprise team and need to understand how larger projects work? Have you found yourself unexpectedly taking on the role of project controller? Is your career path taking you in the direction of project management?

Basic course takes you through various techniques to plan and execute project work within the set constraints of scope, time, cost, resource & risks. It provides you alternative solutions to get the most from your project management team and to get the work done on time, within budget and scope.

In this course you will learn project management skills through case studies and hands-on exercises on MS Project which can immediately be applied to your job.





GET THE CAP OF PROJECT PLANNER / MANAGER

Who shall do this course?

Basic level :Civil / Planning Engineers, Quantity Surveyors, Project Cost Control Engineers, Project Engineers

Advance level: Assistant Mangers, Project / Planning Managers

Basic knowledge of working of site and project planning & management principles are necessary to get more benefit of this training. Knowhow of MS Project and project planning fundamentals is necessary to go for advance level training.

What are the job opportunities?

This certification opens the door of position of Project Planner & Project Manager after relevant experience.

Is there any placement support?

Yes, infini's student gets placement support after completion of this course. Though the guarantee is not taken to place you, few contacts of job opportunities are definitely shared with you. You can then approach to those companies on your own.

Why should you learn?

Every project is unique. It has its own requirements & scope to be fully achieved within given limitations and constraints and with available resources. It provides you platform and dynamic support to visualize changes being taking place in the baseline plan, helping you establish control on the project.

How should you learn?

Microsoft Project is a user friendly project management tool used widely in Indian construction industry. This knowledge is helpful to deliver intended project values. On the basis of BOQ and project budget, with this tool you can develop a plan by linking thousands of the tasks, assign resources to each task, schedule project, track its progress, manage the budget, and analyze workloads. You can effectively manage all resources. Importantly, you can make data driven decisions by equipping team members with the information they need to make better decisions as the project progresses.

What are the course objectives?

This course helps you understand how to use MS Project tool in the context of PMBOK® guidelines to manage a project. It is easy for Managers to analyze resources, check budgets, evaluate timelines, measure progress, and anticipate resource needs. In addition to assisting project managers, Microsoft Project also enables team members to manage tasks, collaborate, submit time sheets, and flag issues and risks. Moreover, it helps executives to define business drivers, measure strategic impact of competing ideas, make funding decisions, and view project and resources status.



What is the course syllabus ?

Basic level

- Projects: In the Beginning
- Planning a Project
- Getting to Know Microsoft Project
- Creating a Simple Project
- Setting Up a Project File
- Identifying the Work to Be Done
- Building a Schedule
- Building a Team for Project
- Assigning Resources to Tasks
- Setting Up a Project Budget
- Reviewing and Fine-Tuning Project Plan
- Saving the Project Plan
- Tracking Status
- Evaluating and Correcting Project Performance

- Reporting on Projects
- Closing a Project
- Keyboard Shortcuts

Advance level

- Resources leveling
- Working on more than one project
- Exchanging data between programs
- Linking and embedding
- Viewing what you want
- Customizing the ribbon
- Reusing project information
- Saving time with macros
- Earned value analysis
- Time and cost controlling

What are the learning outcomes?

- Demonstrate differentiation between project, programs and portfolios
- Identify project management process
- Identify roles of planning engineer in office and on site
- Select right project; identify project stakeholders and their requirements
- Analyze project requirements, define project scope, validate and control project scope
- Create project WBS
- Identify Project activities; define activity resources and estimate durations
- Develop & control project schedule
- Develop budget of the project
- Monitor project, control project

- Plan Human resources & develop project team.
- Create project dash board; generate reports, and its customization
- Learn handling multiple projects by exchanging data

Advance course will add following takeaways in addition to above

- Levelling project resources
- Learn technique of saving time with Macros
- Do earned value analysis
- Do variance analysis
- Learn time management techniques
- Learn cost controlling techniques
- Understand reporting & and closing projects

Tutors

B T Ade

M. E. (CM), PMP®, Microsoft Certified Professional, having experience in project planning, execution & management using software.

With over 17 years of project management experience, B T Ade is your instructor as you learn the basics of project management, including terminology, techniques, reporting, and costing. At the same time, you'll become familiar with Microsoft Project- the software most commonly used by project professionals.



Sameer Alone

M.E. (CM), subject expert Project planning, Project Management.

With over 17 years of experience – on field, teaching & training. Worked with Suzlon, Unison PMC, MIT, MITCOM. Expertise into designing of post graduate programs in construction management.



Extra support / benefit

Infini's student gets 3 months online support after completion of the program to resolve basic issues being faced by the learner on site.

10% discount on fees is available to all infini's students for registering to 2nd or subsequent programs.

Cash reward / concession in fees after you recommend a good candidate to our course and if he/she registers for the program with infini.

Guarantee

Infini takes guarantee to imbibe necessary technical, applied and software skills into you to make you more efficient and **deserving to handle higher responsibilities leading to increments and promotions.**

What is the Software base to this training?

It is user friendly software and doesn't need any prerequisite to learn it. But, the knowledge of excel can be beneficial.

What is the learning method / pedagogy?

This course includes hours of case study based learning, dozens of project management examples, and samples. You'll find there is no better way to dive into Microsoft Project software and the field of project management! All the fundamentals are taught from the point of view of their practical applications on field. Basic concepts of CPM and project planning are made clear. Visualization and logical thinking skills are developed possibly through site visit. Ample assignments for self-study are given to practice.

How does assessment take place?

After completion of major learning / topic, there is an assignment to judge your level of understanding of that particular chapter. Overall there can be 8 to 10 assignments. Your performance is tracked and finally converted into 'Grade' which is reflected on the certificate.

A+: Excellent; A: Very good; B: Good; C: Satisfactory

How to pass and avail certificate?

You need to attend all sessions, complete all assignments, appear for an external viva and pay all fees to be eligible for this certificate.

What are the requirements / pre requisite to undergo this training?

You need to be a positive learner. You shall bring a scientific calculator, a measuring tape and laptop every day. Assignments shall be completed and submitted on time. 100% attendance is compulsory and generally, deliveries are not repeated.

Language of instruction

English (mostly) and Marathi or Hindi (if necessary)

Why choose us?



by EAL, UK

**We build trust at infini. Along with quality delivery,
at infini you are ensured to get**



Right
Approach



Right
Curriculum



Right
Trainer



Right Study
Environment



Right Skills
Development

About Infini:

Infini Institute is a companionship of Civil Engineers formed with a motto of imparting value added competency enhancement trainings to the construction personnel, students and faculties at all levels to transform them into professionals. We are EAL, UK recognized center, 1st such center in India.

Our services :

* Short term training programs -

- QS, Estimation & Billing
- Project Estimation & Planning
- Project planning & scheduling using MS Project / Primavera
- Project Management using MS Project / Primavera
- Building Information Modeling (BIM)
- Revit Architecture, Structural and MEP
- PMP and CAPM certification preparation

* 1 Yr Full time PG program in Construction Project Management (International Certification)

* Employability Skills testing for Institutes and Industry

* MDPs and FDPs (tailor made)

* Consultancy in Project Management

infini institute of program management

Address : Shri Shivaji Maratha Campus, 3rd Floor, IMR building,
S. No. 74/1A/1B, Aranyeshwar, (Near Parvati) Pune- 411009



**infini Institute of
Program Management**
Recognised centre of EAL, UK

M +91 94230 03268, +91 77200 75764; **P** +91 20 6532 6535
W www.infinisolutions.in; **E** headstcp@infinisolutions.in **F** infinisolutionspune/