



# Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)  
Old Bombay Road, Gachi Bowli, Hyderabad – 500 032. Telangana, India



## INFORMATION TECHNOLOGY DIVISION

### PROFESSIONAL DEVELOPMENT PROGRAMME



# Project Management Using MS Project 2021

08 - 10 July 2024  
(Online / Offline Program)

#### Introduction

In a competitive world, organizations are constantly looking for opportunities in the form of new products, new ventures, new markets, expansion of the existing facilities, new partners etc., and in the process of dealing with these issues, the organizations are required to master the good practices of project management. It is imperative that projects are managed to win the confidence of stakeholders, realize efficiency and effectiveness in all phases of the projects and to improve the life cycle utility of the projects

This training is designed to help you gain good knowledge about Project Management as well as prepare you for creating & managing your project plan using **MS Project 2021**

#### Objectives

- To understand Components of a Project Management
- To understand Working with Tasks
- To understand how to create and work with Resources
- To understand Tracking and Managing Projects using **MS Project 2021**
- To understand Managing a Project with a Case Study

#### Course Coverage

- About Project Management
- Working with MS Projects 2021
- MS Projects 2021 Features
- Working with Project
- Setting up Project Files
- Creating and Saving Projects
- Creating a Project from template
- Setting up Calendars
- Defining working and non-working time
- Creating Tasks
- Linking and Timing Tasks
- Creating Resources
- Assigning Tasks to Resources
- Working with views
- Fine Tuning the Project Schedule
- Tracking and Managing a Project
- Viewing and Reporting Project Information
- Sharing Projects
- Master Project
- Managing a project with a Case Study

#### Methodology

##### Methodology of the programme Includes

- Instructor led Hands-on Practical Classroom training at ESCI Lab for Offline Participants
- Online Interactive Hand-on Practical sessions for Online Participants.
- Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences Learning

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

**Centre for Promotion of Professional Excellence**

### Target Participants

- Project Managers, Program Managers,
- Senior & Middle Level Engineers, Managers, Professionals, Executives and Practicing Engineers managing projects in Government, Public & Private sector companies.
- Scientists working in Defence Laboratories, Officers from the Armed Forces. .
- Professors / Faculty members for Engineering / Management Colleges & Universities.

### Benefits to the participants

- After completing this course, the participant will be able to learn best practices for managing projects & creating & managing your project plan using **MS Project 2021**
- A rare opportunity to experience sharing among numbers of guest speakers and experts from various organizations from all over India.

### Programme Dates & Timings

**Dates: 08 – 10 July 2024**

**Venue :** Engineering Staff College of India, Hyderabad.

**Session timings** will be from 14:00 – 17:00 hrs, 15 Minutes Tea breaks.

### Course Director

**Mr. Syed Azgar , MBA(IT), RHCE, MCSA**

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

### Course Fee Classroom Training

- ₹ **16,500/- (Residential Fee)** per participant. Fee includes Single / Double AC accommodation as per the availability, course material, course kit, Breakfast. Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program

### Course Fee Online Training

- ₹ **10,500/-** per Participant. Fee includes 3 Months LMS Platform Access for Digital Learning , 30 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

**GST @18%** is to be paid extra and above the training fee as training. **PAN Card No.** AAATT3439Q. **GST No:** 36AAATT3439Q1ZV, **HS No.:** 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of “**THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA**” by **Electronic Fund Transfer (EFT)** to ESCI – **Axis Bank A/c No. 912010049234564** with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. **While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.**

### Registration

**Online registration** shall be available on ESCI web portal : <http://www.escihyd.org/index.php/it-upcoming-trainings>

**To register manually** please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : [it@escihyd.org](mailto:it@escihyd.org)

**A Certificate of participation will be awarded to each participant on conclusion of the programme.**

**Information Technology Division, Engineering Staff College of India**

Gachi Bowli, Hyderabad – Telangana 500 032

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