



# Teaching Learning Centre

(Under Pandit Madan Mohan Malaviya National Mission on Teachers & Teaching Scheme,  
Dept. of Higher Education, MHRD, GoI)



## FIVE DAY HANDS-ON TRAINING ON PROJECT MANAGEMENT SOFTWARE (MS Project)



07-11 MARCH, 2020



**Coimbatore Institute of Technology**

(Government Aided Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Anna University)



## Coimbatore Institute of Technology

Coimbatore Institute of Technology (CIT) started in 1956 by Sri. V. Rangasamy Naidu is reckoned for its academic excellence in Engineering and Technology. CIT is a Government Aided Autonomous Institution affiliated to Anna University, Chennai. The institute has a reputation with service of competent, well qualified faculty and dynamic management to set highest standards in engineering, research and development. CIT offers under graduate, post graduate and Ph.D. programmes with a global standard curriculum promoting the students to compete internationally. The institute has collaboration with leading frontier universities and industries in India and abroad for the promotion of innovative research and development. National Institutional Ranking Framework (NIRF), MHRD, Govt. of India has ranked CIT with 1<sup>st</sup> place in Tamil Nadu for Graduate Outcome and 68<sup>th</sup> Place in NIRF 2019

## Teaching Learning Centre

Coimbatore Institute of Technology has been approved as Teaching Learning Centre (TLC) under the scheme of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching (PMMMNMTT), Department of Higher Education, Ministry of Human Resource Development (MHRD) in December, 2017. The objective of Teaching Learning Centre is to raise the Quality of Teaching through training, retraining, refresher and orientation programmes in the disciplines of Academic, Research and Management (ARM) of the teachers of technical education institutions in the regions of Tamil Nadu (West), Kerala, Karnataka, Andhra Pradesh and Pondicherry. So far, this centre has organized about 50+ programs with focus on building competencies in Engineering and Technical Education

## About the Program

A project plan is an essential part of any project manager's toolkit. While it can be tempting to get started on completing tasks as soon as possible, taking the time to map out your strategy can help you save money and resources. Microsoft Project (MS Project) has been around a long time and it is a staple in a project manager's arsenal, it includes all the tools you need to assign resources, track progress, develop plans, manage budgets, and create schedules. Through this hands-on training the participants can learn the steps to create a project timeline, assign resources, and run reports

## Course Benefits

MS Project Reduces Risk

Forecasting of Project Activities

Optimized Resources

Tracking Features

Enhanced Visibility

Breakdown Complex Project

## Course Contents

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| <ul style="list-style-type: none"><li>• Calendars – defining hourly, daily, weekly calendar</li><li>• Project Portfolio Management</li><li>• Defining the Enterprise Project Structure (EPS)</li><li>• Defining Organization Breakdown Structure (OBS)</li><li>• Defining the Project Structure under the EPS</li><li>• Activities – Definition, sequencing &amp; Estimating duration</li><li>• Effectively using the four types of PDM relationship</li><li>• Scheduling the project</li><li>• Defining constraints &amp; overcoming conflicts</li><li>• Defining &amp; Assigning activity codes</li><li>• Defining &amp; assigning WBS codes</li><li>• How to organize the activities by using activity Codes &amp; WBS codes</li><li>• Filtering activities</li><li>• Defining and assigning Work products and Documents</li><li>• Changing currency setting</li><li>• Defining Roles &amp; Resources</li></ul> | <ul style="list-style-type: none"><li>• Assigning by Roles</li><li>• Assigning by Resources</li><li>• Estimating the Cost of the Project</li><li>• How to analyze the resource by using resource profile &amp; resource table</li><li>• How to do resource leveling</li><li>• Defining project codes and resource codes</li><li>• Updating the project progress &amp; comparing the actual progress with baseline</li><li>• Analyzing earned value management</li><li>• Preparing different types of tabular reports according to the industrial needs</li><li>• Preparing Graphical reports</li><li>• Highlighting the progress in the bar chart</li><li>• Application of Global change</li><li>• Using Methodology Management</li></ul> |
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## Target Participants

Faculty members & Research Scholars of Civil Engineering from Engineering Colleges

## How to apply

Interested participants are requested to register through the following Google Form link on or before **28 February, 2020**  
<https://forms.gle/2MBGq8tJeih7TE9>

## General Instructions

- \* Number of participants is limited to **35**
- \* Selected participants will be intimated through e-mail on or before **01 March, 2020**
- \* Participation Certificate will be issued only to those who attend all the sessions
- \* Participants should upload the permission letter (attached in this brochure) duly signed by the Head of Institute / Director
- \* Accommodation will be provided on prior request in CIT hostels on sharing basis
- \* No registration/accommodation fee will be collected

## Organizing Committee

### CHIEF PATRON

**Dr.S.R.K.Prasad**

Correspondent, CIT Institutions, Coimbatore

### PATRONS

**Mr.S.Rajiv Rangasami**

Director, CIT Institutions  
Coimbatore

### PRESIDENT

**Dr.V.Selladurai**

Principal, CIT, Coimbatore  
Co-Chairperson, CIT – TLC  
Coimbatore

**Dr.R.Prabhakar**

Secretary, CIT Institutions, Coimbatore  
Chairperson, CIT – TLC, Coimbatore

### CONVENER

**Dr.V.Manikandan**

Professor/EEE, CIT, Coimbatore  
Project Coordinator, CIT – TLC  
Coimbatore

## Program Coordinator

**Dr. N.Saranya**

tlcp3@cit.edu.in

**Dr. K. Shri Akiladevi**

tlcp5@cit.edu.in

9962823234

## *Permission Letter*

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**\*\* The scanned copy of Permission Letter should be uploaded in Google Registration Form**

**\*\*Participants should attend all the sessions to get the certificate**

Mr./Ms./Dr \_\_\_\_\_, Department of \_\_\_\_\_ is permitted to attend “**Five Day Hands-on Training on Project Management Software (MS Project)**” at Teaching Learning Centre of Coimbatore Institute of Technology, Coimbatore from 07-11 March, 2020.

Name of the Institute

Place

Date

Paste Recent  
Passport Size  
Photo

Signature of Head of the Department

Signature of Head of the Institution / Director