



GOVERNMENT OF TAMILNADU  
DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI

**STATE PROJECT COORDINATION UNIT**

*(Established Under Canada India Institutional Cooperation Project)*

**CURRICULUM**

Course Name	MICROSOFT PROJECT
Course Code	CE / 2020 / 007
Course Duration	60 Hours
Minimum Eligibility Criteria and Pre-requisites (if any)	+2/Diploma/Graduates
Course Objectives	<p>Training Module has been designed for the Participants to</p> <ul style="list-style-type: none"> <li>• Understand the complete setup and functions.</li> <li>• Develop a schedule and documenting activity of attribute</li> <li>• Plan project resource and cast</li> <li>• Monitor and control work variances</li> <li>• Refine schedule and acoustics of project resources</li> <li>• Manage and communicate with projects</li> </ul>
Course Outcomes	<p>At the end of the training, participants will be able to</p> <ul style="list-style-type: none"> <li>• Plan projects and schedule it</li> <li>• Manage time</li> <li>• Resource allocation of projects</li> <li>• Easily do documentation of files</li> </ul>
Expected Job Roles	<ul style="list-style-type: none"> <li>• Project Scheduler; Assistant Project Manager</li> </ul>

TEACHING AND SCHEME OF EXAMINATION						
Course Code	Course Name	Hours		Assessment Marks		Duration of Examination
				Min	Max	
CE / 2020 / 007	MICROSOFT PROJECT	Theory	20	10	20	3 Hours
		Practical	40	40	80	
		<b>Total</b>	<b>60</b>	<b>50</b>	<b>100</b>	

**DETAILED SYLLABUS**

Unit No.	Modules	No. of Hours	
		Theory	Practical
<b>I</b>	<b>GET STARTED WITH MICROSOFT PROJECT</b>		
	Introduction to MS - Project, Project management and you - Take a guided tour	03	---
<b>II</b>	<b>SIMPLE SCHEDULING BASICS</b>		
	Start a new plan - Build a task list - Set up resources - Assign resources to tasks - Format and share your plan - Track progress - Basic techniques	04	08
<b>III</b>	<b>ADVANCED SCHEDULING TECHNIQUES</b>		
	Finetune task scheduling - Fine tune task details – Finetune resource and assignment details – Finetune the Project plan - Organize plan detail - Track progress - Detailed techniques - View and report project status	05	14
<b>IV</b>	<b>IN-DEPTH AND SPECIAL SUBJECTS</b>		
	Format and print views: In-depth techniques - Format reports: In-depth techniques - Customize Project - Share information with other programs - Consolidate projects and resources - Use Agile project management with Project	05	15
<b>V</b>	<b>APPENDIXES</b>		
	Short course in project management - Develop your project management skills	03	03
<b>TOTAL THEORY AND PRACTICAL HOURS</b>		<b>20</b>	<b>40</b>
<b>TOTAL HOURS</b>		<b>60</b>	

<b>PRACTICAL EXERCISES (40 HOURS)</b>	
<b>SL.NO.</b>	<b>List of Experiments</b>
1.	Create a new plan and setting its date in project calendar
2.	Creating and entering task duration and outline of plan
3.	Setting up work and adjust working time.
4.	Assigning work resources and check plan after resources.
5.	Customize Gantt chart, copy and print report
6.	How to see task schedule details by task inspector
7.	Create a recurring task and schedule summary task
8.	Create and assign material resources and adjust team planner view
9.	Create base line of project and entering actual value
10.	Organizing plant details and create view
11.	Formatting Gantt chart and format calendar view
12	Share resource pools and consolidate plans
13	Create Custom reports and customize table in report

### HARDWARE REQUIREMENT

SL. NO.	LIST OF TOOLS / EQUIPMENTS
1.	CPU – 64 bit Intel® or AMD® multi-core processor
2.	COMPUTER AND PROCESSOR: 1.6 GHz or faster, 2-core
3.	RAM - 4 GB of RAM minimum (8 GB or more recommended)
4.	DISK SPACE - 4 GB of free disk space for installation
5.	VGA Monitor
6.	USB Key Board
7.	USB Optical Mouse

### SOFTWARE REQUIREMENT

SL. NO.	NAME OF THE SOFTWARE
1.	MS PROJECT VERSION 2016

### REFERENCE BOOKS

SL. NO	NAME OF THE BOOK	AUTHOR	PUBLISHER
1.	Microsoft Project 2016 Step by Step	Cindy Lewis Carl Chatfield Timothy Johnson	Microsoft Press
2.	Microsoft Project 2016 Dummies	Cynthia Snyder Dionysia	----
3.	MS-Project User Manual	Christian Maurer	----

## ASSESSMENT AND CERTIFICATION

S.No	Criteria for Assessment
1.	A trainee will be assessed based on the performance in End Examination for Theory and Practical conducted internally in the CIICP Project Polytechnic College for a duration of 3 hours
2.	A trainee must have 75% of attendance to appear for End examination in Theory and Practical.
3.	The assessment for theory part will be based on the marks scored in the end examination on the knowledge bank of questions (1 Word/ Objective type questions).
4.	The assessment for practical part will be based on the marks scored in the end examination conducted by the CIICP Project Polytechnic and assessed by the Examiners approved by Strategic Plan Implementation Committee (SPIC) of the project polytechnic.
5.	The passing criteria for successful completion of training is every trainee should score 50% of marks in the End Theory and Practical examination.
6.	On successful completion of training, Certificate will be issued to the participants by the Directorate of Technical Education through the Project Polytechnics.

## END EXAMINATION

### ALLOCATION OF MARKS

S. No.	Description	Maximum Marks
1.	THEORY EXAM	20
2.	PRACTICAL EXAM	
	a. PERFORMANCE	20
	b. EXECUTION	25
	c. RESULT / OUTPUT	15
	d. RECORD	20
<b>TOTAL</b>		<b>100</b>

## **THEORY MODEL QUESTION PAPER**

### **CE / 2020 / 007 – MICROSOFT PROJECT**

(Maximum Marks: 20)

(N.B: Answer any **Twenty** Questions)

**20 x 1 = 20 Marks**

**1. MS project was released in which year?**

- a)1984                      b)1998                      c)2005                      d) 2006

**2. What are the new features available in MS project?**

- a)improved reporting tool                      b) new project template  
c) office 365 integration                      d) all the above

**3. The short cut key to create new project is**

- a)CTRL +Ob) CTRL +N                      c) CTRL +V                      d) CTRL +P

**4.What is default view of new project**

- a)Gantt view                      b)resource graph  
c) Workbook view                      d) network view

**5. The short cut key for formatting in bold**

- a) Ctrl + B                      b)Ctrl + V                      c) Ctrl + U                      d) Ctrl + C

**6. MS-Project helps to customize the calendar for**

- a)People working on project                      b)Task schedule  
c) Project duration                      d)All the above

**7. To change plans of start date, we have to click..... on project tab**

- a)Project information                      b) Task  
c) Blank project                      d) Style

**8.Resources that you assign by time, like a person who works full time andtheircost is based on time worked is .....**

- a) Work resource                      b) Material resource  
c) Cost recourse                      d) Energy resource

**9. A Gantt chart view consists of two parts. They are ..... and .....**

- a) table on left bar and chart on right  
b) bar chart on left and table on right  
c) bar chart at middle  
d) table at middle

**10. The style that distinguish between manually and automatically schedule task is .....**

- a) Presentation style  
b) Scheduling style  
c) Combined style  
d) Creative style

**11. The finish date of predecessor task determines the start date of successor task is .....**

- a) Finish to start                      b) Start to start  
c) Finish to finish                      d) Start to finish

- 12. The dialogue box used to look at duration information in more details is**
- a) Project information                      b) Project statistics  
c) Project data                                d) Recurring task
- 13. The calendar list contains of ..... base calendars that is included with project**
- a) 1    b) 3    c) 4    d) 5
- 14. A ..... task is repeated at a specified frequency such as daily, weekly, monthly, or yearly.**
- a) Recurring task                              b) multiple task  
b) Schedule task                              d) exception plan
- 15. A ..... determines how task and resources assigned to these task are scheduled**
- a) Schedule                                      b) Resource pool  
c) Calendar                                      d) Exception plan
- 16. The buttons on this tab change the chart's layout and style is .....**
- a) Design tab                                  b) Format tab                                  c) File tab                                  d) Resource tab
- 17. The report to analyse how the project is going up to this point is .....**
- a) Cost report                                      b) Resource report  
c) In progress report                              d) Dashboard report
- 18. Tasks that are represented as boxes are called .....**
- a) circle    b) nodes    c) line    d) nuts
- 19. To control how Project should respond when you attempt to open or save files in other formats is**
- a) File format                                      b) Schedule format  
c) Legacy format                                      d) Illegal format
- 20. It helps you see how resources are utilized across multiple plans is .....**
- a) Work resource                                      b) Material pool  
c) Task pool    d) Resource pool
- 21. A short explanatory descriptions of commands, column headings, and many other items in Project is**
- a) group    b) ribbon    c) screen tip                                      d) copy
- 22. To switch the report between landscape and portrait layout by using**
- a) Orientation command                              b) copy command  
c) Margin command                                      d) delete command
- 23. A rate means that the quantity of the material resource consumed depends on the duration of the task is**
- a) fixed consumption rate                              b) variable consumption rate  
c) material consumed rate                              d) not fixed consumption rate
- 24. A best view to display key tasks and milestones from your plan in a simple format is**
- a) bar chart view                                      b) timeline view                                      c) graphical view                                      d) task view
- 25. Consolidated plans are also known as**
- a) master projects                                      b) individual projects                                      c) final projects                                      d) none of these

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