

## ACKNOWLEDGEMENT

First of all I would like to thank the Almighty. Today I am successful in completing my work with such ease because He gave me the ability, chance, and cooperating supervisor.

This paper could not have been written without Mr. Tarif Riyad Rahaman, Lecturer, Department of Electrical and Computer Engineering, North South University, who not only served as our supervisor but also encouraged me throughout my academic program. I specially thank him to supervise my work and helping me to fulfill the requirement of my graduation. I also thank him to inspire me to write this internship report as a paper for publishes.

I would like to take the opportunity to express my gratitude to Rima Hossain Madani, my respected supervisor from Transcom Limited. Without her help I would not be able to learn and continue working as a fellow intern.

I also would like to convey my gratefulness to Mr. Abdul Hae Gazi, who took the responsibility to teach me the methods, protocols and technical expertise I required to fulfill my internship. I have learnt a lot from him during this three month.

I would like to express my gratitude to respected teachers and senior colleagues, who inspired me in every step by providing various resources and moral support.

I must have to express my thanks and gratefulness to my parents, Mr. Abinash Chandra Mandal and Rekha Rani Sarker, for the support they have given me and the sacrifices they had to make to enable me to stand where I am now.

And last but not the least, I would have to show my appreciation to my friend Md. Shariful Siddique, who helped me all throughout my university and also with this report.

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## Administrative Documents



FAX : 880-2-9887376  
TELEX : 642505 THL BJ  
PHONE : 8814662-3, 8814701  
8818327-30, 8814698

Gulshan Tower ( 6<sup>th</sup> Floor )  
Plot No. 31, Road No. 53  
Gulshan North C/A  
Dhaka - 1212  
Bangladesh

TCL/HRD/INTERN/2014

June 03, 2014

**Mr. Shahnaz Islam**  
Job Counselor, Dept. of CPDS,  
North South University,  
Bashundhara R/A,  
Dhaka-1229,  
Bangladesh

**Subject: Internship**

Dear Mr. Islam,

With reference to your letter dated May 27, 2014 regarding a placement of **Mr. Asim Mandal**, B. Sc (Hon's) student, ID # 0930198042, Department of Computer Science & Engineering, North South University, Dhaka, Bangladesh, as an internee, we would like to inform you that we will accept him as an apprentice in Transcom Limited for a period of 12 (twelve) weeks to carry out his internship program as a part of his academic curriculum.

**Mr. Asim Mandal** should therefore report to Mrs. Rima Hossain Madani, (Deputy General Manager) - Information Systems & Automation (ISA), Transcom Limited, Dhaka for further instruction and guidance on 4<sup>th</sup> June, 2014.

Thanking you,

For TRANSCOM LIMITED

A handwritten signature in blue ink, appearing to read 'Arif Iqbal', written over the typed name.

(ARIF IQBAL)  
General Manager-HR

Cc: Mrs. Rima Hossain Madani, Deputy General Manager - ISA

Registered Office: 52, Motijheel C/A, Dhaka-1000. Tel: 9561770, Fax: 880-2-9561350.

June 4<sup>th</sup>, 2014

**The Group Finance Director**  
Transcom Limited,  
Gulshan Tower,  
Gulshan-2,  
**Dhaka-1212**

**Subject: Joining Report**

Dear Sir,

With reference to your appointment letter # TCL/HRD/INTERN/2014 June 4<sup>th</sup>, 2014 I hereby pleased to submit my joining report at Transcom Limited, Gulshan Tower, Gulshan North C/A, Dhaka with effect 4<sup>th</sup> June, 2014 as “**Intern**” for kind acceptance and oblige thereby.

Thanking you,

Yours faithfully,

Asim Mandal

Mr. Asim Mandal

To  
Rima Hossain Madani  
Information Systems and Automation  
Transcom Limited.

Sub: Regarding Internship completed at Transcom Limited.

Dear Madam,

I want to take the opportunity to thank you for your guidance and supervision during my internship experience over the last three months with "Transcom Limited". It has been an invaluable experience for me and I hope I was able to provide some value to you as well.

The experience was more than I could have expected and allowed me the freedom to develop and maintain individual accounts as a professional member of the ISA team. You give me the opportunity to work on a variety of projects. Your breadth of knowledge, as well as the varied tasks that the company manages provides an environment that was both exciting and challenging. Working of "Transcom Limited" helped me use the knowledge I have acquired over the past four years as a university student as well as the skills I have developed during my internship period.

I also want to thank the entire employees in the INF section of ISA department for taking the time to share their expertise and knowledge of the field. All of my co-workers were extremely welcoming and helpful. It was through this time that I felt I was able to learn and grow the most in developing my skills over the path. All senior colleagues were always made me feel like a full-time member of the group.

Thank you, again for helping to make my internship a rewarding experience. I hope to keep in touch with you and rest of the employees and I would be more than thrilled to find myself in this company once again.

Sincerely yours,  
Asim Mandal  
Asim Mandal (Intern)  
Information Systems & Automation  
Transcom Limited  
House-22, Road-56  
Gulshan-2, DHAKA.

He has successfully completed three (3) month  
internship program on June 01, 2014 to August  
31, 2014. He has an excellent skill and knowledge  
we wish every success in his future career

18.09.2014  
Abdul Haseen Ghazi  
Q. Damm  
18/9/2014

### Experience Certificate

Transcom Limited, a leading Group of Industries in Bangladesh. The Department of Information Systems and Automation (ISA) administers and develops the enterprise IT infrastructure of the whole group. Asim Mandal worked as an intern in the department ISA from 1st June 2014 to 31st August 2014.

We found him pro-active, hard working and responsible professional. He worked with the Infrastructure Team and participated in regular support work.

#### **Basic Computer Hardware & Networking Concepts:-**

- OS Installation and Configuration - Windows XP, Windows Server 2003 R2 SP2 with RAID5 mode (included Enable RDP, Disable Firewall, Terminal Licensing, USB Enable/Disable)
- Basic Hardware & Networking troubleshooting - PC Assembling, Cable punching
- Concept about Radio/Fiber Data Connectivity Link

#### **Application Support:-**

- User Profile configure & backup (create user, permission)
- Need location change & permission for My Documents
- Client E-Mail configuration (Outlook 6, MS 2007 etc)
- GP Modem Installation & Transcom VPN Configuration
- ISA tools installation
- IP Printer Configuration and Installation

#### **Security, Data Backup & Restore Issue:-**

- Transcom ISA Software Installation Policy/Guideline
- Support Data/Software availability Guideline
- User Data Backup and Restore Process
- Data Security and Confidentiality

He also learned to use MS Project Management to plan, schedule and manage resource of a project.

I wish him all the success.



RIMA HOSSAIN MADANI  
Deputy General Manager  
Transcom Limited  
Information Systems & Automation

September 8, 2014

The report on “**Microsoft Project Management System**” has been submitted by Asim Mandal (ID: 093 0198 042), Department of Electrical & Computer Engineering of North South University, Dhaka in partial fulfillment of the requirements for the degree of “Bachelor Science in Computer Science & Engineering” on 25<sup>th</sup> September 2014 and has been accepted as satisfactory.

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**Mr. Tarif Riyad Rahaman**

Lecturer  
Electrical & Computer Engineering Department  
North South University  
Dhaka, Bangladesh

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**Dr. K.M.A. Salam**

Associate Professor & Chairman  
Electrical & Computer Engineering Department  
North South University  
Dhaka, Bangladesh

## Confidential

### Final Evaluation Sheet on Industrial Training

Name of the Student : Asim Mandal  
Student Id : 093-0198-042  
Program : B.Sc. in Computer Science & Engineering  
Department : Electrical & Computer Engineering  
Semester : 15<sup>th</sup>

**Name of the Organization** : Transcom Limited  
Training Period : 3 Months  
From : June 1, 2014 to August 31, 2014

**Place of Training (Department. Section):** Information Systems & Automation Team  
House:22,Road No: 56,Gulshan-2  
Dhaka-1212, Bangladesh.  
Web: [www.transcombd.com](http://www.transcombd.com)

### Daily Report

Date	Time of Arrival	Time of Departure
01.06.2014	8.25 AM	6:25 PM
02.06.2014	8:20 AM	6:20 PM
03.06.2014	8:30 AM	6:56 PM
04.06.2014	9:02 AM	6:30 PM
05.06.2014	10:23 AM	6:18PM
07.06.2014	9:00 AM	4:32PM
08.06.2014	11:19 AM	6:28 PM
09.06.2014	8:49 AM	6:30 PM
10.06.2014	11:35 AM	6:12 PM
11.06.2014	8:36 AM	6:16 PM
12.06.2014	8:45 AM	6:36 PM
15.06.2014	11:24 AM	6:18 PM
16.06.2014	8:28 AM	6:20 PM

<b>Date</b>	<b>Time of Arrival</b>	<b>Time of Departure</b>
17.06.2014	11:40 AM	6:40 PM
18.06.2014	8:22 AM	6:10 PM
19.06.2014	11:02 AM	6:28 PM
21.06.2014	8:59 AM	4:15 PM
22.06.2014	11:22 AM	6:26 PM
23.06.2014	9:03 AM	6:15 PM
24.06.2014	9:12 AM	6:15 PM
25.06.2014	11:18 AM	6:00 PM
26.06.2014	9:00 AM	6:25 PM
28.06.2014	9:00 AM	4:00 PM
29.06.2014	11:25 AM	6:22 PM
30.06.2014	8:33 AM	6:30 PM
01.07.2014	11:25 AM	6:15 PM
02.07.2014	9:01 AM	6:25 PM
03.07.2014	8:38 AM	6:10 PM
05.07.2014	08:40 AM	3:55 PM
06.07.2014	11:11AM	6:12 PM
07.07.2014	9:32 AM	6:17 PM
08.07.2014	11:23 AM	6:19 PM
09.07.2014	9:02 AM	6:05 PM
10.07.2014	11:47 AM	6:20 PM
12.07.2014	8:57 AM	4:10 PM
13.07.2014	11:05 AM	6:10 PM
14.07.2014	9:01 AM	6:30 PM
15.07.2014	11:10 AM	5:45 PM
16. 07.2014	8:55 AM	6:25 PM
17. 07.2014	8:20 AM	6:15 PM
19. 07.2014	8:25 AM	4:25 PM
20. 07.2014	8:58 AM	6:20 PM
21.07.2014	9:07 AM	5:55 PM
22.07.2014	8.32 AM	6.12 PM
23.07.2014	9.12 AM	5.45 PM
24.07.2014	9.17 AM	6.18 PM
27.07.2014	8.57 AM	6.32 PM

<b>Date</b>	<b>Time of Arrival</b>	<b>Time of Departure</b>
02.08.2014	8.32AM	4.12PM
03.08.2014	9.12AM	6.19PM
04.08.2014	8.56AM	6.10PM
05.08.2014	11.38AM	6.10PM
06.08.2014	9.14AM	5.58PM
07.08.2014	9.04AM	6.02PM
09.08.2014	8.35AM	3.52PM
10.08.2014	9.28AM	6.12PM
11.08.2014	9.00AM	6.19PM
12.08.2014	9.00AM	6.00PM
13.08.2014	9.18AM	6.25PM
14.08.2014	8.56AM	6.00PM
16.08.2014	8.50AM	4.00PM
18.08.2014	11.29AM	6.16PM
19.08.2014	9.07AM	6.10PM
20.08.2014	9.00AM	6.30PM
21.08.2014	9.35AM	6.10PM
23.08.2014	9.03AM	3.50PM
24.08.2014	8.40AM	6.10PM
25.08.2014	8.22AM	6.25PM
26.08.2014	8.32AM	6.00PM
27.08.2014	9.17AM	6.00PM
28.08.2014	8.56AM	6.28PM
30.08.2014	8.38AM	4.00PM
31.08.2014	9.07AM	6.32PM

## **ABSTRACT**

Project management is a prime essential for any business, corporation or company. Without proper project management it becomes impossible to keep track of the current status of processes and plans. Microsoft Project Management System helps just to do that and even more. It lets all the working team a proper view and lets them edit, update or modify a process according to the deadline. And it also provides different view/edit permissions to different groups. We have to configure a server for Microsoft Project Management System as it can be accessed from anywhere in real time view.

In my internship I have worked on five crucial parts of Different Foreign and Local projects of their company

### **Installing and Configuring Project Resources:-**

- Install windows Server 2012.
- Configure Active Directory Domain Services
  - Domain Controller,
  - Microsoft SQL Server
  - SharePoint Server.
- Set of Virtual Machines. .
- Install and Setup Microsoft Project Professional
- Managing our real-time projects.

### **Create a new project schedule:**

- Creating a new project.
- Manage, estimate the required time and resources.
- Save and publish the schedule the project plan.

### **Connecting to Main Server:**

Different roles of users, edit/update the tasks or the project and instant update to everyone.