Training Course:
Microsoft Project Software

10 - 14 August 2025
In-House

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Introduction:

This training program, designed by Global Horizon Training Center, provides a comprehensive and practical guide to using Microsoft Project Software for planning, tracking, and managing projects effectively. As project management becomes increasingly complex and digitalized, mastering Microsoft Project enables professionals to streamline tasks, allocate resources, manage timelines, and monitor performance efficiently.

This course equips participants with the hands-on skills needed to harness the full capabilities of Microsoft Project ⬜ from initiating a project to producing detailed reports and managing changes. Whether you are new to project management tools or looking to enhance your existing skills, this program ensures practical experience and applicable knowledge.

Objectives:

By the end of this training program, participants will be able to:

- Understand the key features and functions of Microsoft Project Software.

- Create and manage project plans including tasks, durations, and dependencies.

- Allocate and manage resources effectively within the software.

- Develop and monitor project schedules, baselines, and critical paths.

- Track progress, analyze performance, and make informed adjustments.

- Generate various project reports and visual dashboards.

- Customize views, fields, and templates to suit organizational needs.

Course Methodology:

- Hands-on Software Practice: Real-time use of Microsoft Project during the training.

- Step-by-Step Demonstrations: Guided walkthroughs of each feature.

- Interactive Exercises: Practical exercises based on real-life scenarios.

- Case Studies: Industry-based case applications to reinforce learning.

- Q&A and Troubleshooting Sessions: Daily wrap-up for problem-solving and review.

Organizational Impact:

Organizations that train their staff in Microsoft Project will benefit through:

- Improved project planning and scheduling accuracy.

- Better resource allocation and cost control.

- Enhanced visibility over project progress and risks.

- Reduced project delays and improved on-time delivery.

- Strengthened capacity to manage multiple projects efficiently.

- Consistency in reporting and documentation standards.

Target Audience:

- Project Managers

- Project Planners and Schedulers

- Team Leaders and Coordinators

- PMO Staff

- Engineers and Technical Staff involved in project delivery

- Business Analysts involved in project planning and tracking

- Anyone involved in managing or supporting projects

Outline:

Day 1: Introduction to Microsoft Project & Project Setup

- Overview of Microsoft Project Interface and Terminology

- Creating a New Project and Setting Calendar Options

- Defining Project Information and Constraints

- Setting Working Times and Calendars

- Saving and Opening Projects

Day 2: Task Management and Scheduling

- Creating Tasks and Milestones

- Organizing Tasks using WBS Work Breakdown Structure

- Linking Tasks and Managing Task Dependencies

- Applying Constraints and Deadlines

- Using Critical Path Method for Scheduling

Day 3: Resource and Cost Management

- Defining and Assigning Resources Work, Material, Cost

- Setting Resource Calendars and Availability

- Managing Resource Overallocations

- Assigning Costs and Budgeting the Project

- Resource Leveling Techniques

Day 4: Tracking and Updating Projects

- Setting Baselines and Interim Plans

- Entering Progress and Updating Tasks

- Monitoring Project Performance with Tracking Gantt

- Managing Changes and Rescheduling

- Handling Delays and Forecasting

Day 5: Reporting and Customization

- Generating Standard and Custom Reports

- Creating Visual Reports and Dashboards

- Customizing Views, Tables, Filters, and Fields

- Exporting to Excel and PDF

- Final Project Review and Best Practices

Registration form on the Training Course:
Microsoft Project Software

Training Course code: IT236133 From: 10 - 14 August 2025 Venue: In-House - Training Course Fees: Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

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