Mastering Microsoft Project 2016/2019

COURSE OVERVIEW

This course is intended for those interested in expanding their knowledge base and technical skills about Microsoft Project. Starting with the basic concept, you will gain hands-on experience with all the functions needed to plan and manage a small to medium-size project, including how to level resources and capture both cost and schedule progress.

WHO SHOULD ATTEND?

This course is intended for beginners and experienced project managers, managers, schedulers, and other project stake holders who need to incorporate the discipline of project management with Microsoft Project 2019.

COURSE OUTCOMES

Delegates will gain the skills and knowledge to:

- Understand the discipline of project management as it applies to using Microsoft Project 2019.
- Create a Work Breakdown Structure.
- Identify Task Types & Relationships.
- Define Resources within Project.
- Make Work Package Estimates.
- Create an Initial Schedule.
- Create a Resource Leveled Schedule.
- Create Projects from templates, Excel files.
- Create Global templates.
- Create formulas and graphical indicators.
- Build the steps to record a macro.
- Format Output and Print Reports.
- Integrate Multiple Projects.
- Set up a Project with a Calendar, Start date, and scheduling method.
- Understand Manually Schedule vs. Auto Schedule.
- Manage multiple projects.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Comprehensive overview of Microsoft Project interface and key features
- Hands-on training in creating, managing, and tracking project schedules
- Techniques for resource allocation, cost control, and budgeting
- Tools for managing dependencies, constraints, and critical paths
- Customizing views, reports, and dashboards for project insights
- Best practices for planning, executing, and closing projects using Microsoft Project
- Real-world exercises to build confidence and improve project delivery efficiency

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.
1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded