



MICROSOFT TRAINING

Microsoft Project Management Courses

Master Microsoft Project to efficiently plan, manage, and track projects. Gain the skills to deliver successful outcomes.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Master the essentials of project planning, scheduling, and resource management with our Microsoft Project Management Courses. This intermediate-level training is designed for professionals looking to leverage the powerful capabilities of Microsoft Project to streamline their project workflows and achieve successful outcomes. You will gain hands-on experience with core functionalities such as task creation, dependency linking, Gantt chart visualization, and critical path analysis, enabling you to effectively plan and execute projects of varying complexity.

This course delves into practical applications of Microsoft Project, teaching you how to build realistic project schedules, allocate resources efficiently, track progress, and manage project costs with precision. By mastering this industry-standard tool, you'll be equipped to develop comprehensive project plans, identify potential bottlenecks, and communicate project status clearly to stakeholders. The benefits extend to increased project efficiency, improved decision-making, and a significant boost to your project management career prospects.

Upon completion, participants will not only be proficient in using Microsoft Project but will also possess a deeper understanding of fundamental project management principles as applied through the software, making them invaluable assets to any project team striving for project success and operational excellence.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: MS Project Fundamentals & Project Setup

- Navigating the Microsoft Project Interface and Views
- Creating a New Project File, Defining Project Properties & Calendars
- Understanding Core Project Management Concepts within MS Project

02 Module 2: Building and Managing the Project Schedule

- Entering Tasks, Milestones, and Summary Tasks
- Establishing Task Durations and Dependencies (FS, SS, FF, SF)
- Working with Critical Path Analysis and Setting Deadlines

03 Module 3: Resource & Cost Management Basics

- Defining and Assigning Resources (Work, Material, Cost)
- Introduction to Resource Over-allocation and Basic Resource Leveling
- Tracking Basic Project Costs and Understanding Cost Types

04 Module 4: Tracking Progress and Reporting Essentials

- Setting and Updating the Project Baseline for Performance Measurement
- Updating Task Progress and Status (Actuals, % Complete)
- Generating Standard Reports for Stakeholders and Project Overview

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Coordinator**
- > **Junior Project Manager**
- > **Project Scheduler**

FREQUENTLY ASKED QUESTIONS

Q: What foundational project management knowledge should I have before enrolling in this Microsoft Project Management course?

While this course covers the practical application within Microsoft Project, a basic understanding of project management concepts such as tasks, milestones, dependencies, and resources will be beneficial. No prior experience with Microsoft Project software is required, but familiarity with general project principles will help you grasp the concepts more quickly and apply the tool effectively.

Q: How will mastering Microsoft Project specifically enhance my ability to manage complex real-world projects, particularly in resource-constrained environments?

This course equips you with the tools to meticulously plan and track projects, especially critical in resource-constrained settings. You'll learn to optimize resource allocation, identify bottlenecks before they impact the schedule, and use features like resource leveling to balance workloads. This leads to more realistic planning, better utilization of limited resources, and improved chances of on-time, on-budget project delivery even under tight constraints.

Q: Beyond basic scheduling, what advanced functionalities of Microsoft Project will I learn that are crucial for effective stakeholder communication and reporting?

Beyond basic scheduling, you will learn to set baselines for accurate progress tracking, generate professional-looking Gantt charts for visual communication, and utilize built-in reporting tools to create status updates, resource overviews, and cost performance reports. These skills are vital for transparent communication with stakeholders, ensuring everyone is informed and aligned throughout the project lifecycle and enabling data-driven decision making.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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