



MICROSOFT TRAINING

Microsoft Project Training Course

Master project planning, scheduling, and resource management using Microsoft Project. Efficiently track progress and report on your projects.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

This Microsoft Project Training Course is meticulously designed for professionals aiming to master the industry-leading project management software. Over two intensive hours, you will delve into intermediate-level functionalities, enabling you to effectively plan, schedule, track, and report on projects with unparalleled precision. The course covers critical features such as advanced task and resource management, effective cost control, and robust progress tracking, all within the intuitive Microsoft Project environment. You'll learn to leverage its powerful tools to streamline workflows, identify potential bottlenecks, and ensure project deliverables are met on time and within budget. This hands-on training empowers you to move beyond basic scheduling to truly orchestrate complex projects. By the end of this course, you will possess the practical skills to confidently manage projects of varying scales and complexities. You'll gain expertise in creating detailed project plans, optimizing resource allocation, monitoring financial performance, and generating insightful reports for stakeholders. This enhanced proficiency in Microsoft Project not only boosts your efficiency but also significantly elevates your value in any project-driven organization, preparing you for more challenging and rewarding roles within the project management domain.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Project Setup & Scheduling Essentials

- Customizing Project Calendars and Work Time
- Refining Task Types and Constraints for Realistic Scheduling
- Leveraging Lag and Lead Time in Task Dependencies
- Understanding and Optimizing the Critical Path Method (CPM)

02 Module 2: Resource & Cost Optimization

- Detailed Resource Creation: Work, Material, and Cost Resources
- Advanced Resource Assignment and Cost Rate Management
- Techniques for Identifying and Resolving Resource Overloads
- Establishing Project Baselines for Cost and Schedule Control

03 Module 3: Tracking, Analysis & Reporting for Stakeholders

- Methods for Updating Task Progress and Actuals
- Analyzing Schedule and Cost Variances (Earned Value basics)
- Generating Standard and Custom Visual Reports
- Exporting Project Data for Further Analysis and Communication

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Coordinator utilizing advanced scheduling tools**
- > **Assistant Project Manager overseeing resource and budget allocation**

> Project Scheduler specializing in complex timeline development and tracking

FREQUENTLY ASKED QUESTIONS

Q: What specific project management skills will I gain by completing this Microsoft Project training?

Upon completing this course, you will master essential skills in detailed project planning, creating realistic schedules, efficient resource allocation, proactive cost management, and comprehensive project progress tracking. This includes hands-on ability to define advanced tasks, set intricate dependencies, manage various resource types, establish budgets, track actuals against baselines, and generate insightful reports, equipping you to effectively manage projects from initiation to closure using Microsoft Project.

Q: What prior knowledge or software experience is recommended before enrolling in this Intermediate Microsoft Project course?

While basic computer literacy is essential, this intermediate course assumes you have a foundational understanding of core project management concepts and potentially some limited exposure to Microsoft Project's interface. Familiarity with general scheduling principles or experience with other basic project planning tools would be beneficial, as the course focuses on advancing your existing skills rather than introducing concepts from scratch.

Q: How does proficiency in Microsoft Project, gained from this course, enhance my career prospects in project management?

Proficiency in Microsoft Project significantly boosts your marketability for project-centric roles by demonstrating expertise in the industry-standard project management software. Employers highly value candidates who can efficiently plan, execute, and monitor projects using MS Project, leading to opportunities in project coordination, assistant project management, or specialized scheduling roles across various sectors. This certification validates your ability to contribute immediately to project success.

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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