



MICROSOFT TRAINING

Online Ms Project

Master Microsoft Project online. Learn to plan, track, and manage complex projects efficiently from anywhere.

DURATION

16 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This Intermediate Online Ms Project course is meticulously designed for project managers, team leads, and anyone involved in project planning and execution who seeks to master Microsoft Project, the industry-standard software for project management. You will gain comprehensive skills in defining project scope, developing detailed schedules, allocating resources efficiently, managing project budgets, and tracking progress against baselines. The course covers crucial aspects of project lifecycle management, ensuring you can bring projects to successful completion on time and within budget.

Through engaging online modules and practical exercises, participants will learn to leverage Ms Project's powerful features to create realistic project plans, identify critical paths, and proactively address potential bottlenecks. This certification will significantly enhance your ability to communicate project status effectively, generate insightful reports, and make data-driven decisions. By mastering Ms Project, you will not only streamline project workflows but also elevate your professional credibility and contribute directly to organizational success, making you an indispensable asset in any project-driven environment.

Duration	16 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft Project

- Introduction to the Ms Project Interface (Ribbon, Views, Entry Table)
- Creating a New Project and Defining Project Information
- Setting Up Project Calendars and Working Time
- Entering Tasks, Milestones, and Summary Tasks
- Understanding and Applying Task Relationships and Dependencies

02 Module 2: Resource and Cost Management

- Defining Resources (Work, Material, Cost)
- Assigning Resources to Tasks and Understanding Effort-Driven Scheduling
- Managing Resource Over-allocations and Leveling Resources
- Entering Fixed Costs and Resource Rates
- Establishing a Project Baseline for Performance Tracking

03 Module 3: Tracking Progress and Analyzing Performance

- Updating Task Progress (Actual Start/Finish, % Complete)
- Monitoring Project Status Against the Baseline
- Understanding and Interpreting Critical Path Analysis
- Identifying Schedule Variances and Cost Variances
- Using Earned Value Management (EVM) Metrics

04 Module 4: Reporting and Advanced Features

- Generating Standard and Custom Project Reports
- Creating Visual Reports with Excel and Visio
- Customizing Views, Tables, and Filters
- Using Custom Fields and Formulas

- Working with Templates and Organizing Projects

05 Module 5: Multiple Projects and Collaboration

- Consolidating Projects into a Master Project
- Creating Dependencies Between Projects
- Sharing Project Files and Collaborative Features
- Best Practices for Effective Project Management with Ms Project

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Project Scheduler and Planner**
- > **Assistant Project Manager**
- > **Project Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft Project through this online course specifically enhance my ability to lead and deliver complex projects successfully?

This course will equip you with the practical skills to precisely plan, schedule, and track all aspects of complex projects. You'll learn to optimize resource allocation, identify and mitigate risks through critical path analysis, accurately forecast project completion, and generate comprehensive reports for stakeholders. This mastery directly translates to improved decision-making, greater control over project variables, and a higher probability of achieving project objectives on time and within budget, thereby enhancing your leadership and delivery capabilities.

Q: What prior project management experience or technical skills are recommended to get the most out of this Intermediate Online Ms Project course?

To fully benefit from this intermediate course, it is highly recommended that you have a basic understanding of project management principles and terminology, such as what constitutes a task, a resource, or a dependency. While prior experience with Ms Project is not strictly required, familiarity with Microsoft Office applications and general computer literacy will be advantageous. The course focuses on building practical skills atop foundational project management knowledge.

Q: Given this is an online course, how will I gain practical, hands-on experience using Microsoft Project's features for real-world project scenarios?

Our Online Ms Project course is designed with a strong emphasis on practical application. You will engage in numerous hands-on exercises, case studies, and simulated project scenarios using your own copy of Microsoft Project software (which you may need to acquire separately or use a trial version). The online platform facilitates interactive learning, allowing you to apply concepts directly within the software environment, receive feedback, and build a portfolio of practical Ms Project skills relevant to real-world project management challenges.

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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