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Course Name: **Microsoft Project Essentials**

Synopsis

The objective of this Microsoft Project training program is to provide participants with a comprehensive understanding of project management principles and practical skills using Microsoft Project software. By the end of the training, participants will be able to proficiently use Microsoft Project to plan, execute, monitor, and report on projects of varying complexities.

Whether you're a beginner aiming to streamline your first project or a seasoned professional looking to enhance your skills, this training is tailored just for you. Get hands-on experience with real-world scenarios, expert guidance, and insider tips to transform your project management approach.

Benefits for Clients:

- **Improved Project Management:** Clients can expect more efficient and effective project management practices from their teams, leading to better project outcomes and delivery.
- **Enhanced Reporting:** With better proficiency in Microsoft Project, clients can expect more detailed and insightful project reports, aiding in decision-making and project monitoring.
- **Cost Savings:** By streamlining project processes and improving resource allocation, clients may see reduced project costs and better budget management.
- **Increased Productivity:** Clients can anticipate increased productivity from their project teams, as they become more proficient in using Microsoft Project to manage tasks and deadlines.
- **Better Communication:** With improved reporting and project tracking, clients can expect better communication within their project teams and with stakeholders, leading to smoother project execution.

Benefits for Participants:

- **Enhanced Skills:** Participants will gain valuable skills in project management and Microsoft Project software, enhancing their professional capabilities and career prospects.
- **Increased Confidence:** As participants become more proficient in using Microsoft Project, they will gain confidence in their ability to manage projects effectively.
- **Career Advancement:** With enhanced skills and confidence, participants may see opportunities for career advancement and growth within their organizations.
- **Improved Efficiency:** Participants will learn how to use Microsoft Project to streamline project processes, leading to increased efficiency in managing tasks and resources.

Overall, both clients and participants can expect tangible benefits from this Microsoft Project training program, ranging from improved project management practices to enhanced professional skills and opportunities.

What you will Learn

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

- Understand the fundamentals of project management and how Microsoft Project fits into the project management process.
- Navigate the Microsoft Project interface confidently and efficiently.
- Create project plans including defining tasks, setting durations, and establishing dependencies.
- Assign resources to tasks and manage resource allocation effectively.
- Utilize advanced scheduling techniques to optimize project timelines.
- Track project progress, update tasks, and manage project variances.
- Generate standard and custom reports to communicate project status and performance.
- Customize Microsoft Project to suit specific project management needs.
- Apply the knowledge gained to real-world projects, enhancing project management efficiency and effectiveness.



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- Collaborate with team members and stakeholders by sharing project data and exporting to other formats.

Who Should Attend

Who should attend this training:

This Microsoft Project training program is ideal for:

- **Project Managers:** Individuals responsible for planning, executing, and overseeing projects.
- **Project Coordinators:** Professionals involved in coordinating and managing project tasks and resources.
- **Team Leads:** Those leading project teams and overseeing their work.
- **Business Analysts:** Professionals analyzing business needs and requirements for projects.
- **Schedulers:** Individuals responsible for scheduling project activities and resources.
- **Anyone Involved in Project Planning and Management:** Individuals involved in any aspect of project planning, execution, tracking, or reporting.

This training is suitable for beginners looking to learn the fundamentals of Microsoft Project, as well as experienced users seeking to enhance their skills and proficiency with the software

Prerequisite

Access to Microsoft Project Software: Participants should have access to a computer with Microsoft Project installed. A trial version or subscription to Microsoft Project Online can be used for the training.

Course Methodology

Lectures and Presentations:

- Lectures will be delivered to introduce new concepts, explain best practices, and highlight important features of Microsoft Project.
- Presentations will include visual aids such as slides, diagrams, and screenshots to enhance understanding and retention.

Hands-On Exercises:

- Participants will have the opportunity to apply what they've learned through hands-on exercises and practical assignments.
- Exercises will be designed to simulate real-world project scenarios, allowing participants to practice creating project plans, assigning resources, and tracking progress using Microsoft Project.

Group Discussions:

- Interactive group discussions will encourage knowledge sharing and collaboration among participants.
- Participants will have the opportunity to ask questions, share insights, and discuss their experiences related to project management and Microsoft Project usage.

Final Project Presentation by participants on end of second day training (Compulsary)

Course Duration

2 days - 9am - 5pm

Course Structure

Session 1: Basic Concepts and Project Setup

- Introduction to Microsoft Project and its interface
- Creating a New Project: Setting up project information, calendars, and options
- Task Entry and Basic Scheduling: Entering tasks, setting durations, dependencies, and milestones

Session 2: Task Management and Resource Assignment

- Organizing tasks, outlining, and structuring the project
- Resource Management: Adding and managing resources, assigning resources to tasks
- Fine-Tuning Schedules: Task constraints, deadlines, and critical path analysis Case Studies and Group Discussion on Implementing CCPM
- Q&A and Recap of Day 1

Session 3: Advanced Scheduling and Tracking

- Advanced Task Scheduling: Task types, effort-driven scheduling, recurring tasks
- Tracking Progress: Updating tasks, entering actuals, tracking variances

Session 4: Reporting and Customization

- Reporting: Generating standard reports, creating custom reports
- Customization: Custom fields, views, tables, and filters



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Session 5: Final Project Presentation by Participants

- Presentation session by Participants
- Final Q&A, Wrap-up

Note: *This outline covers the essential aspects of Microsoft Project, progressing from basic project setup to advanced scheduling techniques, tracking progress, and generating reports.*