

MASTERING MICROSOFT PROJECT

Plan projects. Manage resources.
Track progress. Deliver results.

Learn how to create project schedules,
assign resources, monitor timelines, and
track project performance using
Microsoft Project.



2 Days
(14 Hours)



DELIVERY

Live Virtual
Instructor-Led
Delivery



RESOURCES

Learning guide
+ guided exercises



LANGUAGE

English or French



OVERVIEW

Microsoft Project helps organizations plan,
schedule, and manage projects efficiently.

Learn how to build schedules, manage
resources, track progress, and report on
project performance.



WHO THIS COURSE IS FOR

- ✓ Project managers, coordinators, and team leaders responsible for planning and tracking projects.
- ✓ Employees who need to manage schedules, resources, timelines, and project deliverables.
- ✓ Microsoft 365 users looking for practical project management skills using Microsoft Project.



EXPECTED OUTCOMES

After this course, participants will confidently create project schedules,
assign resources, track progress, and manage project performance.



Build and organize
professional
project plans.



Assign and
manage project
resources
effectively.



Monitor schedules,
costs, and
workloads.



Identify critical
paths and
scheduling issues.



Resolve resource
conflicts and
overallocations.



Track project
progress and
generate reports.

COURSE TOPICS

01



Introduction to Microsoft Project

Interface, views, Ribbon,
and project management
basics.

02



Creating Project Schedules

Tasks, dependencies,
milestones, and
timelines.

03



Managing Resources and Costs

Resources, calendars,
workloads, and costs.

04



Scheduling and Critical Paths

Constraints, critical
paths, and schedule
optimization.

05



Resolving Resource Conflicts

Overallocations,
resource leveling, and
baselines.

06



Tracking and Reporting Progress

Project updates,
baselines, reports,
and analysis.



GUIDED PRACTICE

Hands-on Microsoft Project
exercises and scenarios.



UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance
whenever questions arise after the course.



CUSTOMIZABLE

Tailored to your organization's
project management processes.



PRACTICAL

Real-world project planning,
scheduling, and tracking exercises.



IMMEDIATE IMPACT

Apply Microsoft Project skills
immediately to manage projects
more effectively.

