



MICROSOFT PROJECT (2019) COURSE

OVERVIEW

The Microsoft Project 2019 Course is designed to equip you with the essential knowledge and skills to effectively manage and track project schedules using the Microsoft Project software. You will learn how to create new projects, add resources, link dependencies, and track project progress.

Upon mastering these foundational skills, you will be able to explore the broader features of the software within the context of your learning. The course also includes industry best practices for setting up project schedules.

ONLINE

SELF-PACED

DIFFICULTY



EFFORT



COLLABORATION



SYLLABUS

This course covers the following topics:

- An Overview of MS Project
- Getting Started
- Creating a Schedule
 - Create and Save a Schedule
 - Setting up the WBS
 - Task durations & dependencies
 - Cost Loading, etc.
- Validating the Schedule
 - Balancing Workloads
 - Adjusting Assignments to Correct Allocations
 - Critical Path Analysis
- Managing the schedule
 - Update/Modify the schedule
 - Re-baseline the Schedule
- Communicating the Schedule
 - Earned Value Management
 - Reports
- MS Project Best Practice

For a more detailed course syllabus, click [here](#)



DURATION

2 WEEKS

On Demand | Self-Paced

WHAT IS INCLUDED

- E-learning Modules (downloadable in a course workbook)
- Exercises
- A Certificate of Successful Completion

WHO SHOULD ATTEND?

- Project Managers
- Project Schedulers
- Project Planners
- Project Controllers
- Project Controls Managers
- Project Expeditors
- Project Administrators
- Any individual or organisation who requires the skills and knowledge to schedule work or to develop and track a project schedule.

FORMAT

This online-based course allows learners to access e-learning material and course assignments online, via a provided link. There are seven modules, stretching over two weeks, each module containing e-learning content and an assignment. The course includes various exercises to practice and embed the different functionalities. A facilitator is available to assist the learners with specific issues when required and the learner can ask questions via a discussion forum at any time.

BENEFITS

Upon completion of the course, you will benefit in the following areas:

- This course provides learners with enough knowledge on the workings and features of the software to start using the tool immediately.
- This course provides Learners with an understanding of the scheduling software, and basic knowledge on scheduling best practices.
- It is a good refresher course for those who wish to brush up on their basic knowledge of the scheduling software.
- Earn 3.25 Hours of Formal Project Management Training

PREREQUISITES

- Own licensed Microsoft Project application software (2019 or later version) downloaded on their device.
- Understanding and basic ability to work on Microsoft Office Suite.
- Access to the internet.
- Please note that Microsoft Project is not compatible with MacBook Devices.