



Your Total Training Resource

## **MICROSOFT® PROJECT ESSENTIALS**

### **Virtual Workshop**

#### **ABOUT THE COURSE**

Gain a comprehensive command of Microsoft Project while mastering essential project management practices in this immersive training. Taught by a Microsoft Certified Trainer, you'll learn how to plan, schedule, and track projects of any size—from small internal efforts to complex, multi-phase endeavors. Through hands-on exercises and real-world scenarios, you'll develop the skills to create efficient timelines, manage resources, control costs, and communicate results with clarity. Ideal for anyone looking to lead successful projects on time, within scope, and on budget.

#### **DESCRIPTION / OVERVIEW**

This all-in-one course demystifies every stage of project planning and execution, blending fundamental project management principles with the complete functionality of Microsoft Project. Early modules focus on defining project objectives, establishing accurate schedules, and setting up milestones. You'll then explore advanced techniques for resource allocation, cost tracking, and performance analysis. From creating baselines to generating professional dashboards, you'll walk away equipped to deliver projects that meet quality standards and stakeholder expectations.

#### **COURSE OBJECTIVES**

- Master Essential Project Management Principles  
Understand what defines a project's purpose, temporary nature, and lifecycle, and how these factors impact planning and execution.
- Create and Organize Project Schedules  
Learn to set up tasks, milestones, and summary tasks, and explore manual vs. automatic scheduling strategies.
- Manage Resources Effectively  
Dive into resource allocation with work, material, and cost resources, including how to optimize workloads and address over-allocation.
- Control Costs and Track Budgets  
Discover techniques for comparing planned budgets to actuals, setting baselines, and making informed decisions to keep projects profitable.

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- Customize Microsoft Project for Analytics  
Use formulas, graphical indicators, and conditional formatting to highlight key performance metrics and potential risks.
- Streamline Reporting and Communication  
Create professional reports, integrate data with other applications, and present clear insights to stakeholders and executives.
- Adapt to Scope Changes and Maintain Quality  
Gain the flexibility and confidence to adjust timelines, resources, and budgets without compromising project standards or stakeholder satisfaction.

**TARGET AUDIENCE**

- New Project Managers and Team Leads  
Individuals stepping into project management roles who want a robust, practical foundation in Microsoft Project.
- Business Professionals Overseeing Projects  
Those who coordinate cross-functional initiatives or track deliverables and need an effective toolset for scheduling and budgeting.
- Seasoned Project Managers Seeking Advanced Skills  
Professionals looking to sharpen their resource management, analytics, and automation capabilities in Microsoft Project.

**PREREQUISITES**

- Basic computer literacy and familiarity with Microsoft Office.
- Experience with spreadsheet programs (like Excel) is helpful but not mandatory.
- A desire to learn and apply structured project management methodologies.

**CURRICULUM/TOPICS COVERED**

- Project Management Fundamentals  
Discover the key attributes of projects, including unique scope, defined objectives, and lifecycle stages.
- Creating a New Project File  
Learn to start from a blank file or use templates, define project details, and establish your initial timeline.

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- Task Scheduling and Dependencies  
Explore manual vs. automatic scheduling, task relationships, lead/lag times, and critical path analysis.
- Resource Setup and Allocation  
Build a resource sheet with work, material, and cost resources; manage calendars, availability, and shared resource pools.
- Budgeting and Cost Control  
Set baselines, monitor actual vs. planned costs, and quickly spot financial variances to stay on track.
- Tracking Progress and Variances  
Update tasks, measure performance, and compare planned values with actual achievements to identify potential risks early.
- Advanced Customization and Reporting  
Use formulas, graphical indicators, and visual dashboards for in-depth analysis and stakeholder presentations.
- Automation and Integrations  
Create macros, link to Excel, PowerPoint, or Visio, and streamline repetitive tasks for smoother project workflows.

**To register** or for additional information either email, phone or complete the [online registration form](#).

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**Register online:** [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

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Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.