

EFFECTIVE PROJECT MANAGEMENT WITH MICROSOFT PROJECT

"Plan, Execute & Monitor Projects with Confidence Using Microsoft Project Tools & Techniques"

Schedule

Date	Venue	Fees (Face-to-Face)
06 - 08 Oct 2026	Doha - Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective project management requires a structured approach supported by powerful tools. Microsoft Project is one of the most widely used software solutions for managing complex projects across industries. Mastering its features enables project teams to plan, schedule, monitor progress, allocate resources, and control costs efficiently.

This 3-day hands-on training is designed to help project professionals apply project management principles using Microsoft Project. Participants will learn how to build schedules, track milestones, manage budgets, and generate performance reports using real-world project scenarios.

Objectives

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

- Create comprehensive project plans with tasks, durations, and dependencies
- Assign resources, track progress, and manage costs in MS Project
- Use Gantt charts, baselines, and earned value techniques to monitor performance
- Customize views, reports, and dashboards for stakeholder updates
- Apply best practices in scheduling, forecasting, and critical path management

Why Attend

- Gain confidence using Microsoft Project for real-time project control
- Improve schedule accuracy, budget tracking, and resource utilization
- Learn step-by-step techniques for building professional-grade project plans
- Eliminate manual reporting and use MS Project's automation features
- Align your project execution with PMBOK and global project management standards

Target Audience

This program is designed for:

- Project managers and coordinators
- Engineers, planners, and schedulers
- Team leaders and technical managers
- PMO staff and project support officers
- Anyone responsible for project planning and reporting using MS Project

Individual Benefits

Key competencies that will be developed include:

- Practical scheduling and resource planning using MS Project
- Budgeting and cost control at the task and project level
- Tracking project performance with earned value analysis
- Critical path and float management for timeline control
- Communication of project status using built-in and custom reports

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- More reliable project delivery through better planning and control
- Enhanced project visibility and team collaboration
- Reduced schedule slippage and cost overruns
- Standardized project reporting and stakeholder communication
- Efficient use of resources and optimized workload balancing

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Project management processes and MS Project features
- Case Studies - Example projects across sectors using MS Project
- Workshops - Task linking, baseline setting, resource leveling, and reporting
- Peer Exchange - Sharing planning practices and schedule recovery strategies
- Tools - Pre-built templates, status update forms, and reporting dashboards

Course Outline

DETAILED 3-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Project Planning Fundamentals in Microsoft Project

- Module 1: Introduction to MS Project Environment (07:30 – 09:30) • Interface overview, navigation, and project setup
- Module 2: Creating the Work Breakdown Structure (09:45 – 11:15) • Tasks, milestones, and summary levels
- Module 3: Workshop – Building a Project Plan (11:30 – 01:00) • Inputting tasks, durations, and dependencies
- Module 4: Setting Up Calendars and Constraints (02:00 – 03:30) • Working times, deadlines, and task priorities

Day 2: Resource and Cost Management

- Module 1: Assigning and Managing Resources (07:30 – 09:30) • Work, material, and cost resources
- Module 2: Tracking Progress and Baseline Management (09:45 – 11:15) • Saving baselines and updating task progress
- Module 3: Workshop – Resource Leveling Exercise (11:30 – 01:00) • Resolving overallocations and optimizing assignments
- Module 4: Budgeting and Cost Tracking (02:00 – 03:30) • Viewing and controlling project costs

Day 3: Performance Monitoring and Reporting

- Module 1: Monitoring with Gantt Charts and Dashboards (07:30 – 09:30) • Custom views and visual indicators
- Module 2: Critical Path and Schedule Analysis (09:45 – 11:15) • Float, slack, and recovery planning
- Module 3: Workshop – Earned Value Management (11:30 – 01:00) • Cost variance, schedule variance, and performance indices
- Module 4: Generating Reports and Final Review (02:00 – 03:30) • Custom and built-in reports, exporting to Excel/PDF

Certification

Participants will receive a Certificate of Completion in Effective Project Management with Microsoft Project, validating their ability to use MS Project to plan, execute, and monitor project performance effectively across project lifecycles.

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