MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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MICROSOFT PROJECT – BEGINNER TO ADVANCED

"Master Project Scheduling, Tracking & Resource Management in Microsoft Project"

Schedule

Date	Venue	Fees (Face-to-Face)
04 – 05 Jun 2026	Dubai, UAE	USD 1995 per delegate

Introduction

Microsoft Project is a powerful project management tool that helps professionals plan, execute, and track projects with precision. However, many users fail to unlock its full potential due to lack of structured training and best practices.

This intensive 2-day course takes participants from basic navigation to advanced scheduling, resource leveling, cost tracking, and reporting functions. It is ideal for project managers, engineers, planners, and team leaders looking to improve project delivery outcomes using Microsoft Project effectively.

Objectives

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

- Build and structure a new project plan from scratch
- Define tasks, durations, dependencies, and milestones
- Assign and manage resources and costs
- Track project progress and update schedules
- Generate insightful reports for stakeholders

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Why Attend

- Learn the full functionality of Microsoft Project in a hands-on environment
- Avoid common scheduling and resource allocation errors
- Improve project visibility, control, and forecasting
- Customize views, calendars, and reports for better decision-making
- Bridge the gap between planning and execution for on-time delivery

Target Audience

This program is designed for:

- Project managers and coordinators
- Engineers and planning professionals
- Team leaders and department heads
- PMO staff and project controllers
- Anyone seeking hands-on MS Project skills

Individual Benefits

Key competencies that will be developed include:

- Project planning and scheduling
- Critical path and dependency analysis
- Resource and cost management
- Baseline creation and variance tracking
- Real-time project performance monitoring

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Better control over project scope, schedule, and budget
- Enhanced team coordination through shared timelines
- Improved forecast accuracy and progress reporting
- Standardized use of MS Project across departments
- Greater transparency in project execution and risks

Instructional Methodology

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

- Strategy Briefings – Project management workflow and MS Project capabilities
- Case Studies – Real project setup and progress tracking scenarios
- Workshops – Hands-on project building, resource allocation, and Gantt charting
- Peer Exchange – Best practices in cross-industry MS Project usage
- Tools – Templates, sample project files, and reporting formats

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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 and Structure

- Module 1: Getting Started with MS Project (07:30 – 09:30) • Interface, ribbon, views, and setup • Creating a new project file • Project calendars and scheduling settings
- Module 2: Task Management and Dependencies (09:45 – 11:15) • Defining tasks, durations, constraints • Creating relationships and milestones • Task types and scheduling modes
- Module 3: Resource & Cost Setup (11:30 – 01:00) • Creating resource pools (work, material, cost) • Assigning resources to tasks • Cost rate tables and usage
- Module 4: Workshop – Create a Sample Project Plan (02:00 – 03:30) • Build and link tasks, assign resources, apply calendar

Day 2: Execution, Tracking, and Reporting

- Module 1: Baselines and Progress Tracking (07:30 – 09:30) • Setting a baseline • Entering actuals and tracking progress • Identifying schedule variance
- Module 2: Resource Leveling and Conflict Resolution (09:45 – 11:15) • Identifying overallocations • Resource leveling techniques • Adjusting project timelines
- Module 3: Custom Views and Reporting (11:30 – 01:00) • Using filters, groups, and custom tables • Built-in reports and dashboards • Exporting to Excel, PDF, and printing
- Module 4: Final Workshop – Track and Report a Project (02:00 – 03:30) • Update progress, resolve issues, generate final reports

Certification

Participants will receive a Certificate of Completion in Microsoft Project – Beginner to Advanced, confirming their ability to create, manage, and track comprehensive project plans and reports using Microsoft Project.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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