

MICROSOFT PROJECT MANAGEMENT TRAINING

"Master Project Planning and Execution Using Microsoft Project"

Schedule

Date	Venue	Fees (Face-to-Face)
12 - 16 Apr 2026	Riyadh, KSA	USD 3495 per delegate

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

Introduction

Effective project management requires not only strong planning and organizational skills but also mastery of the right tools to manage schedules, resources, and budgets efficiently. Microsoft Project is a leading software tool that enables project managers to plan, track, and execute projects with precision. This intensive 5-day training provides participants with hands-on expertise in leveraging Microsoft Project to deliver successful projects.

Through practical exercises, case studies, and interactive sessions, participants will learn how to create project plans, allocate resources, track progress, and manage risks using Microsoft Project. The course equips professionals with the skills to enhance project efficiency, improve collaboration, and ensure timely delivery of projects.

Objectives

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

- Understand the fundamentals of Microsoft Project and project management principles
- Create project schedules, define tasks, milestones, and dependencies
- Assign and manage resources effectively
- Track project progress and performance using built-in tools
- Analyze project data to identify risks and optimize schedules
- Generate reports and communicate project status to stakeholders

Why Attend

- Gain practical skills in Microsoft Project for real-world project management
- Learn to plan, schedule, and track projects efficiently
- Improve resource allocation and cost management
- Enhance project communication and reporting capabilities
- Network with peers and learn from case studies and best practices

Target Audience

This program is designed for:

- Project managers and coordinators seeking to improve tool-based management
- Team leaders responsible for project execution and monitoring
- Professionals preparing for project management certification exams
- Individuals managing multiple projects, timelines, and resources
- Anyone looking to enhance project planning, tracking, and reporting skills

Individual Benefits

Key competencies that will be developed include:

- Proficiency in Microsoft Project software
- Skills in project planning, scheduling, and task management
- Resource management and cost optimization capabilities
- Project tracking, monitoring, and reporting expertise
- Ability to generate and analyze project metrics and dashboards
- Enhanced efficiency in managing multiple projects simultaneously

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project planning, execution, and delivery within the organization
- Efficient use of Microsoft Project to manage resources and timelines
- Enhanced team collaboration and project communication
- Reduced project risks and delays through better monitoring
- Increased project transparency and stakeholder confidence
- Standardized project management practices across the organization

Instructional Methodology

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

- Strategy Briefings – Overview of Microsoft Project features and project management principles
- Case Studies – Real-world project scenarios to practice software application
- Workshops – Hands-on exercises for creating project plans, schedules, and resource allocation
- Peer Exchange – Group discussions on challenges and solutions in project execution
- Tools – Templates, dashboards, and reporting tools for effective project tracking

MAWA EVENTS

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Course Outline

Detailed 5-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: Introduction and Project Setup

Module 1: Microsoft Project Fundamentals (07:30 – 09:30)

- Overview of Microsoft Project interface and features
- Understanding project management principles and terminology
- Creating a new project and defining project properties

Module 2: Task Management (09:45 – 11:15)

- Creating tasks, milestones, and dependencies
- Task relationships and constraints
- Setting durations and deadlines

Module 3: Project Calendars and Scheduling (11:30 – 01:00)

- Defining project and resource calendars
- Adjusting schedules for holidays and non-working days
- Automatic vs. manual scheduling

Day 2: Resource and Cost Management

Module 4: Resource Planning and Allocation (07:30 – 09:30)

- Assigning resources to tasks
- Managing workloads and resolving conflicts
- Resource leveling techniques

Module 5: Cost Management (09:45 – 11:15)

- Estimating costs and budgets
- Tracking actual costs vs. planned costs
- Cost optimization techniques

Module 6: Advanced Scheduling Techniques (11:30 – 01:00)

- Critical path analysis
- Task dependencies and constraints
- Adjusting schedules and timelines

Day 3: Tracking and Monitoring Projects

Module 7: Project Tracking and Updates (07:30 – 09:30)

- Tracking project progress
- Using baselines for performance comparison
- Updating tasks, resources, and timelines

Module 8: Risk and Issue Management (09:45 – 11:15)

- Identifying project risks
- Tracking and mitigating issues
- Contingency planning

Module 9: Reporting and Communication (11:30 – 01:00)

- Creating project reports and dashboards
- Customizing views and reports
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Communicating project status to stakeholders

Day 4: Advanced Features and Customization

Module 10: Advanced Microsoft Project Tools (07:30 – 09:30)

- Custom fields and formulas
- Filters, groups, and views
- Using tables and graphical indicators

Module 11: Portfolio and Program Management (09:45 – 11:15)

- Managing multiple projects
- Consolidated reporting
- Portfolio-level resource management

Module 12: Workshop and Hands-On Exercises (11:30 – 01:00)

- Creating a complete project plan from scratch
- Assigning resources and tracking progress
- Generating reports and dashboards

Day 5: Integration, Review, and Action Planning

Module 13: Project Integration and Collaboration (07:30 – 09:30)

- Integrating Microsoft Project with other tools
- Collaboration features for team-based projects
- Best practices for project documentation

Module 14: Review and Troubleshooting (09:45 – 11:15)

- Common challenges and solutions
- Peer discussion and feedback
- Optimizing project management workflow

Module 15: Action Planning and Certification Preparation (11:30 – 01:00)

- Creating an actionable plan for implementing Microsoft Project at work
- Final Q&A and knowledge consolidation
- Roadmap for further skill development

Certification

Participants will receive a Certificate of Completion in Microsoft Project Management Training, validating their expertise in Microsoft Project software, project planning, execution, and reporting for professional project management success.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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- **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?

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