



Microsoft Project Training Program

Mastering the Tools that Power Project Success

- Plan Smarter
- Track Progress
- Deliver on Time



Audience

Microsoft Project is one of the most powerful tools for planning, scheduling, and managing projects of any size. This course equips participants with the skills to confidently use MS Project in real-world scenarios.

- Ideal for:
- Project Managers & Coordinators
- Team Leads & Supervisors
- Business Analysts & Planners
- Professionals preparing for PMP or CAPM
- Anyone seeking hands-on PM software skills



Course Description

This Microsoft Project Training is a practical, tool-focused program designed to help professionals plan, track, and control projects using MS Project. Participants will learn to set up projects, create schedules, allocate resources, monitor progress, and generate reports for stakeholders.



Course Outline

- Introduction to Microsoft Project: Interface & Setup
- Creating Projects: Calendars, Tasks & Dependencies
- Work Breakdown Structure (WBS) Development
- Resource Allocation & Leveling
- Budget & Cost Tracking
- Gantt Charts, Critical Path, and Baselines
- Progress Monitoring: Tracking Actuals vs Planned
- Generating Reports & Dashboards for Stakeholders
- Advanced Features: Linking Projects, Custom Fields, Templates
- Hands-On Exercises with Real Project Scenarios

Includes real-life case studies, group exercises, templates, and project Simulations.



Training Details

Duration: 2 Days

Training Fee: N150,000





Thank you



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