



# The Project Management + Microsoft Project Training Brochure

# Building Confidence Through Professional Project Mastery

- Plan
- Monitor
- Execute Projects using Microsoft Project



# Audience

Project success is built on structured planning, efficient execution, and clear tracking. The Project Management + Microsoft Project Training Program by Alfred & Victoria Associates Academy combines global project management principles with hands-on software application, helping professionals plan, execute, and monitor projects efficiently using Microsoft Project. This dual-focused program equips participants with both strategic project management skills and technical MS Project expertise, bridging the gap between theory and real-world implementation.

## **Ideal for:**

- Project Managers and Coordinators
- Business Analysts and PMO Professionals
- Engineers and Construction Managers
- IT and Telecom Project Teams



# Course Description

The Project Management +MS Project Training by Alfred & Victoria Associates Academy provides a practical, step-by-step approach to managing real projects from initiation to closure.

Participants will explore PMBOK®-aligned project management methodologies and learn to use Microsoft Project to plan, execute, and track performance effectively.

The training blends interactive lectures, hands-on exercises, and case studies to ensure participants gain immediate workplace-ready skills.

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

- Define project scope, objectives, and success metrics
- Build work breakdown structures (WBS) and Gantt charts
- Use MS Project for task scheduling and resource assignment
- Track timelines, dependencies, and costs
- Generate project reports and dashboards for stakeholders



# Course Outline

## **Project Management Essentials:**

- Introduction to Project Management Concepts
- Project Life Cycle and Key Processes
- Scope, Schedule, Cost, and Quality Management
- Risk, Communication, and Stakeholder Management
- Team Leadership and Performance

## **Microsoft Project Application:**

- Introduction to Microsoft Project Interface
- Creating Project Schedules and Work Breakdown Structures
- Setting Dependencies and Milestones
- Resource and Cost Allocation
- Monitoring Progress and Managing Baselines
- Generating Reports and Dashboards
- Practical Case Study: Managing a Full Project in MS Project



# Training Details

Duration: 7 Days

Training Fee: N350,000(excluding tax)





# Thank you



Hub 43, 2nd Floor 8, Jubilee way,  
CMD Road Magodo Lagos



08033437278 ; 08094435952  
info@alfred-victoria.com  
www.alfred-victoria.com