

# Microsoft Project Desktop Training

Successfully delivering project execution.

- ✓ Project Planning and Scheduling
- ✓ Tracking Activities
- ✓ Resource Management
- ✓ Cost Management
- ✓ Work Management

**Gain essential skills** to manage your **projects** effectively for successful outcomes.

A two-day training content that provides a firm foundation in project management and familiarity of the tool to enhance the capability in controlling projects.

## Course Objectives

To achieve a practical insight into planning, monitoring and reporting project performance with Microsoft Project Desktop.

Improve project outcomes for scheduling, time and task management and resource assignments that help you optimize project plans.

Know more about built-in reports that let you visualize data to gain insights across projects, programs, and portfolios, and make more informed decisions.

## Target Group

Portfolio Managers, Program Managers, Project Managers, Resource Managers and Team Members

## Course Duration and Format

2 - Days Session Training

## Course Content

1. Setting up a New Project
  - a. Task Details (Linking and switching tasks)
  - b. WBS, Summary Task and Milestones
  - c. Calendars and Templates
2. Managing Duration, Cost and Time
  - a. Assigning Duration, Cost and Work to Tasks
  - b. Milestone Management
3. Managing Resources
  - a. Assign Labor, Material and Cost Resources
  - b. Manage and Prioritize Resource
4. Track Progress
  - a. Actual vs Budget
  - b. Tracking Variance for Time, Resources and Cost
5. Scheduling
  - a. Task Relationships and Dependencies
  - b. Constraints and Recurring Tasks
  - c. Critical Path (Managing Total Float)
6. Reporting
  - a. Standard Reports
  - b. Custom Reports
7. Import and Export to Excel
8. Preparing Presentations in PowerPoint