

HDTC Training Center Provide

Technical proposal of the Training program Microsoft Project Masterclass



Course Overview:

This intensive masterclass is designed to equip professionals with advanced skills in planning, scheduling, monitoring, and managing projects using Microsoft Project (MSP). Participants will gain hands-on experience in applying the full suite of MSP functionalities—from project creation to resource leveling, progress tracking, and reporting—based on industry best practices in project management.

General Objective:

To enable participants to confidently use Microsoft Project as a strategic tool for managing complex projects, ensuring efficient time, resource, and cost control throughout the project lifecycle.

Program Objectives:

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

- Understand Microsoft Project's interface and workflow logic
- Create and structure project schedules using tasks, milestones, and dependencies
- Define and assign resources, calendars, and constraints
- Perform critical path analysis and identify project risks
- Track progress, update actual performance, and forecast project trends
- Customize views, tables, and filters to create clear project dashboards
- Generate professional reports for stakeholders and senior management
- Integrate MS Project with Excel and other MS Office tools.

Program Outlines:

Day 1: Introduction and Project Setup

- Overview of Project Management Principles (PMBOK context)
- Navigating the MS Project Interface
- Setting up the project environment (calendars, options, templates)
- Creating a new project and defining key project information
- Project lifecycle in MSP

Day 2: Task and Schedule Development

- Task types and task modes (manual vs. auto scheduling)
- Creating tasks, summary tasks, milestones
- Defining task dependencies and links
- Working with constraints, deadlines, and lags
- Introduction to the critical path method (CPM)

Day 3: Resource Planning and Cost Control

- Creating and categorizing resources (work, material, cost)
- Assigning resources to tasks
- Understanding resource leveling and conflict resolution
- Inputting standard and overtime costs
- Generating cost reports and budget summaries

Day 4: Tracking, Progress Monitoring, and Baselines

- Creating and managing baselines
- Tracking project progress (actual vs. planned)
- Managing slippage and variance
- Earned Value Management (EVM) basics
- Analyzing delays and forecasting completion

Day 5: Reporting and Integration

- Customizing tables, views, and filters
- Building visual reports and dashboards
- Exporting reports to Excel and PowerPoint
- Advanced tips, troubleshooting, and best practices
- Capstone project simulation and Q&A

Target Audience:

- Project Managers and Team Leaders
- PMO Staff and Project Coordinators
- Engineers, Architects, and Consultants
- IT, Construction, and Operations Managers
- Anyone involved in planning or monitoring project activities

Training methods:

- Technology-Based Learning.
- Simulation in Training.
- On-the-job guidance.
- Trainer-Led Training.
- Work Teams and Roles.
- Films and Videos.
- Case Studies and Workshops.