MICROSOFT PROJECT PROFESSIONAL

HYBRID TRAINING

14 Hours **ZOOM & PHYSICAL** Program

20 & 21 Apr 2026 (Mon & Tue)

Remote Online Training **(Zoom) &** Wyndham Grand Bangsar Kuala Lumpur Hotel **(Physical)**

** Choose either Zoom OR Physical Session

INTRODUCTION

The course is suitable for people who have never worked with Microsoft Project or have just had very limited exposure to it and looking to learn how to get the most out of the in-built features includes assigning resources to a project, project progress tracking, project cost and working more productively with project views.

OBJECTIVES

1. Able to create Microsoft Project Plan
2. Able to enter resources and assign resources to tasks
3. Able to set baseline before start progressing
4. Able to update task and update project
5. Able to produce reports upon project completion

Module 1 - Getting Started with Microsoft Project

- How Project Works
- Starting Project
- Understanding the Project Start
- Screen
- The Project Screen
- Project Operations
- Using the Ribbon
- Showing and Collapsing the Ribbon
- Understanding the Backstage
- The Project Work Area
- Working with Views
- Working with Split Screens
- Understanding Sheet Views
- Working with Tables
- Gantt Chart View
- Working with Gantt Charts
- Understanding the QAT
- Working with the QAT
- Working with Project Files

Module 2 - Creating the Project Schedule

- Steps in Creating a Project
- Understanding Your Project
- Creating a New Project File
- Calendar Options
- Changing Calendar Options
- Working with Calendar
- Modifying the Standard Calendar
- Entering Public Holidays
- Creating a New Resource Calendar
- Creating a New Task Calendar
- Setting Up Project Information
- Entering File Properties

Module 3 - Managing Resources in a Project Plan

- Understanding Resources
- Entering Work Resources
- Entering Material Resources
- Entering Cost Resources
- Assigning Calendars to Resources
- Understanding Resource Availability
- Adjusting Resource Availability
- Changing the Unit Display

Module 4 - Assigning Resources and Levelling

- Resource Assignment Calculations
- Task Types and Work Effort
- Creating a Simple Assignment
- Working with Fixed Unit Tasks
- Working with Fixed Duration Tasks
- Making Multiple Assignments
- Adding Additional Resources
- Adding More of the Same Resource
- More Resources in Multiple Assignments
- Understanding Effort Driven Scheduling
- Working with Non Effort Driven Tasks
- Working with Effort Driven Tasks
- Resource Assignment Summary
- Understanding Resource Levelling

Module 5 - Costs

- Understanding Project Costs
- Reviewing Current Costs
- Entering Variable Costs
- Case Study Variable Costs
- Assigning Daily Costs
- Assigning Per Usage Costs
- Assigning Fixed Costs
- Assigning Material Costs
- Using Another Cost Table
- Applying a Different Cost Table
- Changing Rates During a Project
- Assigning Cost Resources
- Viewing Project Costs

Module 6 - Constraints and Deadlines

- Understanding Constraints and Deadlines
- Reviewing Our Project
- Adding a Constraint
- Using Elapsed Time
- Rescheduling Tasks
- Creating a Deadline

Module 7 - Project Tracking and Controlling

- Creating a Baseline
- Automatically Updating Tasks
- Manually Updating Tasks
- Entering Delayed Tasks
- Tracking Actuals on a Gantt Chart

Module 8 – Reporting

- Printing a Gantt Chart
- Printing Sheet Views
- Printing Tasks for Resources
- Printing Resources for Tasks