



Consulting and Training | Reach New Heights

Course Name

MS Project Masterclass

Sector Name

Project & Contract Management

Document Type

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MS Project Masterclass

Course Introduction

This training program aims to acquaint you with the fundamental attributes and functionalities of Microsoft Project 2019, equipping you to utilize it proficiently and productively in practical settings.

This training program encompasses essential competencies required by project managers to formulate a project blueprint using Project 2019 in the project's initial planning stages. Simply put, upon completion, you'll be capable of drafting a project plan utilizing Project 2019 and presenting it to your supervisor for evaluation and endorsement when assigned a project leadership role.

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Target Audience

- ✓ Project Manager
- ✓ Project Coordinator
- ✓ Program Manager
- ✓ Construction Manager
- ✓ Operations Manager
- ✓ Scheduler
- ✓ Resource Manager
- ✓ Portfolio Manager
- ✓ Business Analyst
- ✓ Planner

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Learning Objectives

- ✓ Grasp project management principles and navigate through the MS Project 2019 interface.
- ✓ Establish and outline a new project plan.
- ✓ Generate and structure tasks effectively.
- ✓ Handle resources within a project plan efficiently.
- ✓ Conclude the development of a project plan.

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Course Outline

✓ Day 01

Lesson 1: Getting Started with Microsoft Project

- ✓ Topic A: Define Project Management Concepts
- ✓ Topic B: Navigate the MS Project 2019 Environment

Lesson 2: Defining a Project

- ✓ Topic A: Create a New Project Plan
- ✓ Topic B: Define a Project
- ✓ Topic C: Assign a Project Calendar

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Course Outline

✓ Day 02

Lesson 3: Creating and Organizing Tasks

- ✓ Topic A: Add tasks to a Project Plan
- ✓ Topic B: Import tasks from other programs
- ✓ Topic C: Create a Work Breakdown Structure
- ✓ Topic D: Define Task Relationships
- ✓ Topic E: Schedule tasks

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Course Outline

✓ Day 03

Lesson 4: Managing Project Plan Resources

- ✓ Topic A: Add resources to a project plan
- ✓ Topic B: Create a resource calendar
- ✓ Topic C: Enter cost for resources
- ✓ Topic D: Assign resources to tasks
- ✓ Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- ✓ Topic A: Optimize a project plan
- ✓ Topic B: Set a Baseline
- ✓ Topic C: Share a Project Plan

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Course Outline

✓ Day 04

Executing a Project

- ✓ Topic A: Enter Task Progress
- ✓ Topic B: Update Task Progress with SharePoint
- ✓ Topic C: Update work
- ✓ Topic D: Update costs

Monitoring Project Progress

- ✓ Topic A: View Project Progress
- ✓ Topic B: Add custom fields
- ✓ Topic C: Create custom views
- ✓ Topic D: Create a network diagram
- ✓ Topic E: Analyze the project plan

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Course Outline

✓ Day 05

Controlling a Project Plan

- ✓ Topic A: Edit the task list
- ✓ Topic B: Reschedule tasks
- ✓ Topic C: Update the baseline
- ✓ Workshop.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 31, 2026	Sept. 4, 2026	5 days	5950.00 \$	switzerland , Geneva
Nov. 9, 2026	Nov. 13, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 24, 2027	Jan. 28, 2027	5 days	4250.00 \$	KSA , Riyadh
April 26, 2027	April 30, 2027	5 days	4250.00 \$	UAE , Dubai

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