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Global Learning for Operational Leaders



PROJECT MANAGEMENT | PM-057

Microsoft Project for Project Planning and Control

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Course content

Why Attend

Microsoft Project is one of the most widely used tools for planning and managing projects, valued for its integration with the Microsoft ecosystem and its ability to handle projects of many sizes and types.

Used well, Microsoft Project helps project managers build realistic schedules, manage resources, track progress, control costs and communicate status clearly. Used poorly, it produces schedules nobody trusts.

Course Methodology

• This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes an interactive mixture of lecture-led learning, case studies, practical exercises and group discussions.

Course Objectives

• Understand core principles and best practices covered in Microsoft Project for Project Planning and Control.

• Apply practical techniques to day-to-day operational challenges.

• Build an implementation action plan suitable for your organization.

Target Audience

• Project managers and project coordinators

• Planners and schedulers

• Team leaders responsible for planning

• PMO staff



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Course outline

Detailed course outline

Day-by-day outline for Microsoft Project for Project Planning and Control.

Day 1 - Getting Started with Microsoft Project

- 09:00-09:30 | Microsoft Project Overview: Versions, cloud options and key capabilities
- 09:30-10:00 | The Interface: Ribbon, views, tables and the timeline
- 10:00-10:30 | Project Setup: Start date, scheduling mode and project options
- 10:30-11:00 | Working Calendars: Base calendars, holidays and working time
- 11:00-11:30 | Coffee break
- 11:30-12:30 | Planning Principles: Good scheduling practice before entering data
- 12:30-13:00 | File Management: Templates, saving and sharing projects
- 13:00-14:00 | Lab: Set up a new project with calendars and options

Day 2 - Building the Schedule

- 09:00-09:34 | Entering Tasks: Summary tasks, subtasks and milestones
- 09:34-10:08 | Outlining and WBS: Structuring the project hierarchy
- 10:08-10:42 | Task Dependencies: Link types, lead and lag time
- 10:42-11:00 | Task Types and Effort-Driven Scheduling: How Project calculates durations
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Task Types and Effort-Driven Scheduling: How Project calculates durations (continued)
- 11:46-12:20 | Constraints and Deadlines: Using them correctly
- 12:20-12:53 | Recurring Tasks and Notes: Documenting the schedule
- 12:53-14:00 | Lab: Build a complete logic-driven schedule



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Day 3 - Resources and Costs

- 09:00-09:34 | Resource Sheet: Work, material and cost resources
- 09:34-10:08 | Assigning Resources: Units, work and duration relationships
- 10:08-10:42 | Resource Views: Resource usage, team planner and graphs
- 10:42-11:00 | Resolving Over-Allocation: Manual and automatic levelling
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Resolving Over-Allocation: Manual and automatic levelling (continued)
- 11:46-12:20 | Cost Management: Rates, fixed costs and cost accrual
- 12:20-12:53 | Resource Pools: Sharing resources across projects
- 12:53-14:00 | Lab: Assign and level resources in the project

Day 4 - Tracking Progress and Managing Change

- 09:00-09:34 | Baselines: Saving and comparing baselines
- 09:34-10:08 | Updating Progress: Percent complete, actual work and remaining duration
- 10:08-10:42 | Status Date and Rescheduling: Moving incomplete work correctly
- 10:42-11:00 | Variance Analysis: Tracking Gantt and variance tables
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Variance Analysis: Tracking Gantt and variance tables (continued)
- 11:46-12:20 | Earned Value: Setting up and interpreting earned value fields
- 12:20-12:53 | Managing Changes: Adding tasks and re-baselining responsibly
- 12:53-14:00 | Lab: Track progress and analyse variance



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Day 5 - Analysis, Reporting and Advanced Features

- 09:00-09:39 | Critical Path Analysis: Showing critical tasks and total slack
- 09:39-10:18 | Custom Views, Tables, Filters and Groups: Tailoring information
- 10:18-10:57 | Built-in and Custom Reports: Dashboards and visual reports
- 10:57-11:00 | Exporting to Excel and PowerPoint: Sharing information with stakeholders
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Exporting to Excel and PowerPoint: Sharing information with stakeholders (continued)
- 12:06-12:44 | Master Projects and Subprojects: Managing multiple projects
- 12:44-13:22 | Custom Fields and Formulas: Adding indicators and calculations
- 13:22-14:00 | Capstone: Participants complete and report a full project schedule



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Seminar dates

Available seminar dates

Live dates and pricing for Microsoft Project for Project Planning and Control generated from the course details page.

Date	Location	Format	Fee
4 - 8 January 2027	Frankfurt	Classroom	**€2,215**
11 - 15 January 2027	Dubai	Classroom	**€2,745**
18 - 22 January 2027	Kuala lumpur	Classroom	**€2,425**
25 - 29 January 2027	Rotterdam	Classroom	**€3,400**
1 - 5 February 2027	Istanbul	Classroom	**€2,250**
8 - 12 February 2027	Dusseldorf	Classroom	**€3,400**
15 - 19 February 2027	Cape Town	Classroom	**€1,895**
22 - 26 February 2027	Paris	Classroom	**€2,210**
1 - 5 March 2027	Berlin	Classroom	**€3,400**
8 - 12 March 2027	Amsterdam	Classroom	**€2,415**



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15 - 19 March 2027	Dubai	Classroom	**€2,745**
22 - 26 March 2027	London	Classroom	**€2,815**
5 - 9 April 2027	Cape Town	Classroom	**€1,895**
12 - 16 April 2027	Stockholm	Classroom	**€3,400**
19 - 23 April 2027	Dubai	Classroom	**€2,745**
26 - 30 April 2027	Barcelona	Classroom	**€2,175**
3 - 7 May 2027	Cape Town	Classroom	**€1,895**
10 - 14 May 2027	Frankfurt	Classroom	**€2,215**
17 - 21 May 2027	Istanbul	Classroom	**€2,250**
24 - 28 May 2027	Kuala lumpur	Classroom	**€2,425**



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Date	Location	Format	Fee
7 - 11 June 2027	Malmo	Classroom	**€3,400**
14 - 18 June 2027	Istanbul	Classroom	**€2,250**
21 - 25 June 2027	Dubai	Classroom	**€2,745**
5 - 9 July 2027	Cape Town	Classroom	**€1,895**
12 - 16 July 2027	Paris	Classroom	**€2,210**
19 - 23 July 2027	Dubai	Classroom	**€2,745**
26 - 30 July 2027	Amsterdam	Classroom	**€2,415**
2 - 6 August 2027	Dubai	Classroom	**€2,745**
9 - 13 August 2027	Copenhagen	Classroom	**€3,400**
16 - 20 August 2027	Cape Town	Classroom	**€1,895**



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Date	Location	Format	Fee
23 - 27 August 2027	Oslo	Classroom	**€4,200**
6 - 10 September 2027	Dubai	Classroom	**€2,745**
13 - 17 September 2027	Barcelona	Classroom	**€2,175**
20 - 24 September 2027	Cape Town	Classroom	**€1,895**
4 - 8 October 2027	Frankfurt	Classroom	**€2,215**
11 - 15 October 2027	Dubai	Classroom	**€2,745**
18 - 22 October 2027	Kuala lumpur	Classroom	**€2,425**
25 - 29 October 2027	London	Classroom	**€2,815**
1 - 5 November 2027	Dublin	Classroom	**€3,360**
8 - 12 November 2027	Dubai	Classroom	**€2,745**



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15 - 19 November 2027	Cape Town	Classroom	**€1,895**
22 - 26 November 2027	Paris	Classroom	**€2,210**
6 - 10 December 2027	Dubai	Classroom	**€2,745**
13 - 17 December 2027	Manchester	Classroom	**€3,360**
20 - 24 December 2027	Dubai	Classroom	**€2,745**
27 - 31 December 2027	London	Classroom	**€2,815**
4 - 8 January 2027	Online / Live	Online / Live	**€1,515**
11 - 15 January 2027	Online / Live	Online / Live	**€1,515**
18 - 22 January 2027	Online / Live	Online / Live	**€1,515**
25 - 29 January 2027	Online / Live	Online / Live	**€1,515**



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1 - 5 February 2027	Online / Live	Online / Live	**€1,515**
8 - 12 February 2027	Online / Live	Online / Live	**€1,515**
15 - 19 February 2027	Online / Live	Online / Live	**€1,515**
22 - 26 February 2027	Online / Live	Online / Live	**€1,515**
1 - 5 March 2027	Online / Live	Online / Live	**€1,515**
8 - 12 March 2027	Online / Live	Online / Live	**€1,515**
15 - 19 March 2027	Online / Live	Online / Live	**€1,515**
22 - 26 March 2027	Online / Live	Online / Live	**€1,515**
5 - 9 April 2027	Online / Live	Online / Live	**€1,515**
12 - 16 April 2027	Online / Live	Online / Live	**€1,515**



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19 - 23 April 2027	Online / Live	Online / Live	**€1,515**
26 - 30 April 2027	Online / Live	Online / Live	**€1,515**
3 - 7 May 2027	Online / Live	Online / Live	**€1,515**
10 - 14 May 2027	Online / Live	Online / Live	**€1,515**
17 - 21 May 2027	Online / Live	Online / Live	**€1,515**
24 - 28 May 2027	Online / Live	Online / Live	**€1,515**
7 - 11 June 2027	Online / Live	Online / Live	**€1,515**
14 - 18 June 2027	Online / Live	Online / Live	**€1,515**
21 - 25 June 2027	Online / Live	Online / Live	**€1,515**
5 - 9 July 2027	Online / Live	Online / Live	**€1,515**



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12 - 16 July 2027	Online / Live	Online / Live	**€1,515**
19 - 23 July 2027	Online / Live	Online / Live	**€1,515**
26 - 30 July 2027	Online / Live	Online / Live	**€1,515**
2 - 6 August 2027	Online / Live	Online / Live	**€1,515**
9 - 13 August 2027	Online / Live	Online / Live	**€1,515**
16 - 20 August 2027	Online / Live	Online / Live	**€1,515**
23 - 27 August 2027	Online / Live	Online / Live	**€1,515**
6 - 10 September 2027	Online / Live	Online / Live	**€1,515**
13 - 17 September 2027	Online / Live	Online / Live	**€1,515**
20 - 24 September 2027	Online / Live	Online / Live	**€1,515**



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11 - 15 October 2027	Online / Live	Online / Live	**€1,515**
18 - 22 October 2027	Online / Live	Online / Live	**€1,515**
25 - 29 October 2027	Online / Live	Online / Live	**€1,515**
1 - 5 November 2027	Online / Live	Online / Live	**€1,515**
8 - 12 November 2027	Online / Live	Online / Live	**€1,515**
15 - 19 November 2027	Online / Live	Online / Live	**€1,515**
22 - 26 November 2027	Online / Live	Online / Live	**€1,515**
6 - 10 December 2027	Online / Live	Online / Live	**€1,515**
13 - 17 December 2027	Online / Live	Online / Live	**€1,515**



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27 - 31 December 2027	Online / Live	Online / Live	**€1,515**