



MICROSOFT PROJECT MANAGING PROJECTS

Course ID : MSJ-L1



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: Call

* In-house training only

* Eligible for 200% tax deduction



Training Schedule

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Category: Business, Data

Introduction

Effective project management demands tools that support resource allocation, task management, personnel coordination, scheduling, budgeting, and comprehensive reporting. Microsoft Project simplifies project administration by enabling precise timeline estimation, ensuring on-time delivery, and maintaining effective cost control. The platform also supports multiple reporting formats such as Visual Reports and S-Curves to help managers reduce errors and improve efficiency throughout the entire project lifecycle.

Objectives

1. Equip project managers with the essential skills required for effective project administration.
2. Learn how to schedule tasks, monitor progress, manage budgets, and coordinate project teams efficiently.
3. Understand how to track and summarize project performance using a variety of reporting tools.

Target Audience

1. Project managers responsible for planning, scheduling, and monitoring project progress.
2. Individuals who wish to manage projects effectively using Microsoft Project.

Prerequisites

1. Prior experience or familiarity with fundamental project management concepts.
2. Basic proficiency in Microsoft Excel for data handling and reporting.

System Requirements

1. Windows 10 / Windows 11
2. Microsoft Project Desktop 2016, 2019, or 2021

TRAINING TOPICS

DAY 1 Morning Session

9:00 AM – 12:00 PM

1. Getting Started with Microsoft Office Project

- Understanding Microsoft Project functionality.
- Initial setup and program components.
- File types and default project settings.

2. Creating and Defining Project Details

- Project creation and saving.
- Project configuration.
- Task creation and data import.
- Calendar modification and configuration

DAY 1 Afternoon Session

1:00 PM – 4:00 PM

3. Working with Tasks

- Task configuration.
- Project duration calculation using PERT Analysis.
- Managing tasks with Gantt Chart and Network Diagram views.
- Adding lag or lead time to linked tasks.
- Linking tasks via drop-down menus.

4. Managing Deadlines, Constraints, and Task Calendars

- Introduction to deadlines, constraints, and task calendars.
- Creating and editing deadlines and constraints.
- Managing task calendars and critical tasks.
- Utilizing task drivers.

DAY 2 Morning Session

9:00 AM – 12:00 PM

5. Resource Management in Projects

- Overview of resources, assignments, and budgeting.
- Adding resources to the resource sheet.
- Assigning resources to tasks.
- Project budgeting.
- Adding task summary name fields.

6. Forecasting with Task Types and Scheduling Formulas

- Using task types and scheduling formulas.
- Adjusting variables and predicting behavior.
- Applying task types for forecasting.
- Effort-driven scheduling.

7. Customization and Settings

- Screen formatting.
- Creating and editing templates.
- Managing fields, tables, and formulas.
- Creating and editing filters, groups, and custom views.
- Timeline bar labels and task progress indicators.

 **DAY 2** Afternoon Session

1:00 PM – 4:00 PM

8. Resource Utilization Analysis

- Introduction to resource utilization concepts.
- Viewing resource assignments, allocation, and utilization.
- Managing resource availability.
- Optimizing and leveling resource assignments.

9. Project Tracking

- Working with baselines.
- Setting actual work durations and costs.
- Displaying variances from planned values.

10. Reporting

- Creating project reports.
- Configuring and printing reports.
- Exporting report data.
- Creating and editing reports.

11. Managing Multiple Projects

- Introduction to multi-project management.
- Creating master projects.
- Linking projects.
- Calculating critical paths.
- Saving, opening, and sharing resources across projects.



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Tel 02-219-4304



training@9expert.co.th



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