

**Course Description:** Join our Professional Microsoft Project course training in Dubai, available both in-person and online. Learn the essential skills and techniques to plan, schedule and manage projects using Microsoft Project. Whether you're an absolute beginner or an experienced professional seeking to upskill, our intensive program sets you up for success in project management. Get hands-on experience and become proficient in this industry-standard tool.

## MICROSOFT PROJECT

### Module 1: Introduction

- Overview of basic project management concepts
- Project lifecycles and phases
- Defining objectives, scope, deliverables
- Roles and responsibilities

### Module 2: Getting Started

- Microsoft Project interface overview
- Creating a new project file
- Setting properties, calendars, work hours
- Managing project files and templates

### Module 3: Planning

- Developing the work breakdown structure
- Defining tasks and estimating duration
- Setting up milestones
- Budgeting and resourcing

### Module 4: Scheduling

- Creating Gantt charts and schedules
- Task dependencies and critical path
- Setting constraints and deadlines
- Assigning resources and effort

### Module 5: Resource Management

- Resource types and availability
- Assigning and leveling resources
- Tracking utilization and costs
- Resolving conflicts

### Module 6: Tracking

- Setting baselines for measurement
- Updating task status and progress
- Analyzing critical paths and slack
- Managing changes and scope

### Module 7: Reporting

- Customizing views, tables, reports
- Visual reports and dashboards
- Analyzing performance and variances
- Exporting project data

### Module 8: Advanced Features

- Advanced scheduling techniques
- Macros, formulas and custom views
- Integration with other tools
- Collaboration features

### Module 9: Multiple Projects

- Managing portfolios
- Resource sharing across projects
- Dependencies and leveling
- Consolidating data and reporting
- Managing interdependencies