PROFESSIONAL TRAINING / COURSE OVERVIEW

Microsoft Project Professional

Plan with confidence. Build reliable schedules. Control project performance.

DURATION	DELIVERY	COURSE CODE
18 instructional hours	**Instructor-led • hands-on**	**ARMSP001**

Course Description

Microsoft Project Professional is an 18-hour practical training course designed to build participants' capabilities in project planning, scheduling, resource management, progress tracking, and performance control using Microsoft Project. The course combines essential project management principles with structured, hands-on software application.

Participants develop a project schedule from initial work breakdown structure through logic development, critical path analysis, resource allocation, baseline setting, progress updates, and management reporting. Realistic exercises help translate planning concepts into reliable project controls practices.

Learning Objectives

- Create and configure a professional project schedule in Microsoft Project.
- Develop a Work Breakdown Structure (WBS), tasks, and project milestones.
- Establish calendars, durations, dependencies, and scheduling constraints.
- Analyze the critical path and identify schedule drivers and float.
- Assign resources, identify overallocation, and optimize resource usage.
- Plan and manage resource-based costs and project budgets.
- Set schedule and cost baselines; record actual progress and updates.
- Evaluate schedule and cost performance using variance and earned value indicators.
- Produce clear project reports and communicate schedule status effectively.

Audience & Learning Approach

WHO SHOULD ATTEND

Project managers, planning engineers, project engineers, project controls specialists, PMO staff, and professionals responsible for project schedules.

TRAINING METHODOLOGY

Instructor demonstrations, guided software exercises, practical scheduling assignments, and an integrated project case study.

18-HOUR CURRICULUM

Course Outline & Hour Allocation

Eight applied learning modules built around the project scheduling and control lifecycle.

NO.	MODULE / CORE CONTENT	HRS
01	**Introduction & Project Setup** Project scheduling fundamentals; Microsoft Project interface; project options, calendars, and initial setup.	2
02	**WBS & Task Development** Work Breakdown Structure (WBS); tasks, milestones, durations, summary tasks, and schedule organization.	2
03	**Schedule Logic & Dependencies** Activity sequencing; FS, SS, FF and SF relationships; lead and lag; calendars and scheduling constraints.	3
04	**Critical Path & Schedule Analysis** Critical Path Method (CPM); total slack; schedule drivers; milestones; reviewing and refining schedule logic.	2
05	**Resource & Cost Management** Resource sheets; assignments; workload and overallocation analysis; resource leveling; rates, fixed costs, and cost planning.	3
06	**Baselines & Progress Tracking** Baseline creation; status dates; actual versus planned progress; updating tasks; schedule and cost variance.	2
07	**Performance Measurement & EVM** Monitoring project performance; earned value fundamentals; PV, EV, AC, SV, CV, SPI, and CPI in Microsoft Project.	2
08	**Reporting & Practical Application** Visual reports, filters and views; schedule communication; integrated hands-on project planning and monitoring exercise.	2
	TOTAL INSTRUCTIONAL HOURS	**18**

Practical Training Deliverables

✓ 01
A structured Microsoft Project schedule with activities, milestones, calendars, and logic.

✓ 02
An approved planning baseline with resource and cost information.

✓ 03
An updated schedule with progress tracking and project performance reports.

DELIVERY NOTE

The 18 hours represent instructional time, excluding breaks. The outline may be adapted to participant needs while preserving the learning objectives and total hours.