



# Microsoft Project Workshop

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**Meirc**  
Training & Consulting

## Why Attend

The overall aim of this course is to train participants on the use of Microsoft Project software and enable them to discover all its features. Participants will be able to develop project plans and calendars, customize different charts, views and tables. The course also aims at training participants on different project related techniques such as resource assignment and leveling, tracking progress and consolidating project plans.

## Course Methodology

The course relies heavily on hands-on training using Microsoft Project software. The methods used will also include a mix of interactive techniques such as brief presentations by the consultant and the participants, group exercises and discussions.

## Course Objectives

By the end of the course, participants will be able to:

- Define projects and identify project constraints
- Develop project files and calendars
- Schedule tasks and enter recurring tasks
- Set up resources and assign them to tasks
- Identify critical path and apply resource leveling
- Prepare baselines and track project progress
- Design project status reports and customize charts
- Create resource pools and consolidate project plans

## Target Audience

Project schedulers, project planners, project coordinators, project managers, members of project office and anyone interested in project management. This course is worth 30 Professional Development Units (PDUs).

## Target Competencies

- Planning
- Scheduling
- Organizing
- Executing
- Controlling
- Report designing

## Note

This course relies on hands-on training on Microsoft Project. Laptops will be made available by Meirc for the duration of the training. In addition, a hard copy of the book 'Microsoft Project: Step By Step' will be distributed during the course.

## Course Outline

- Understanding projects
  - Project definition
  - Triple constraints
  - Project management processes
  - Project life cycle
- Starting a new project
  - Creating a project file
  - Setting project calendar
  - Entering and manipulating new tasks
  - Entering milestones
- Scheduling tasks



- Establishing tasks dependencies
- Setting up task constraints
- Entering recurring tasks
- Splitting tasks
- Managing resources
  - Adding and entering resource capacity
  - Resource calendar
  - Assigning work resources to tasks
  - Finding the right resources
  - Effort driven scheduling
- Identifying critical path and resource allocation
  - Network diagram
  - Critical path analysis
  - Resource allocation
  - Resources leveling
- Tracking progress
  - Saving the project baseline
  - Tracking the project as scheduled
  - Entering the task completion percentage and actual values
  - Rescheduling incomplete work
  - Updating baseline
- Organizing and formatting project details
  - Sorting and grouping project details
  - Filtering project details
  - Customizing tables, views and Gantt charts
  - Customizing and printing reports
  - Viewing and reporting project status
  - Spotlight report
- Consolidating projects and resources
  - Creating resource pool
  - Linking projects to resource pool
  - Consolidating project plans
  - Creating dependencies between projects
  - Earned value calculations



## Associations

**Project Management Institute (PMI)®** : Meirc is designated as a Registered Educational Provider (R.E.P.) with the Project Management Institute (PMI)®. As a result, Meirc is authorized to issue Category Three Professional Development Units (PDU) that can be used for the authorization to take the Project Management Professional (PMP)® certification exam and for maintaining the PMP credentials.



## Location & Date

17 - 21 Nov, 2019

English

Dubai

JW Marriott Marquis

**Fees: US\$** (including coffee breaks and a buffet lunch daily)

Per participant - 2019

US\$ 4800

Fees + VAT as applicable

UAE Tax Registration Number 100239834300003

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This course is worth 30 PDUs.



## Courses in Project Management

Dates	Course Name	Language	Location	Fees
30 Jun - 4 Jul, 2019	Certificate in Advanced Project Management	English	Dubai	US\$ 5100
28 Jul - 1 Aug, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
4 - 8 Aug, 2019	Project Management Skills	English	Dubai	US\$ 4800
8 - 12 Sep, 2019	Project Risk Management	Arabic	Dubai	US\$ 4800
15 - 19 Sep, 2019	Agile Project Management	English	Dubai	US\$ 4800
15 - 19 Sep, 2019	Project Management Skills	Arabic	Riyadh	US\$ 4800
22 - 26 Sep, 2019	Mastering Project Metrics, KPIs and Dashboards	English	Dubai	US\$ 4800
29 Sep - 3 Oct, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
6 - 10 Oct, 2019	Certificate in Advanced Project Management	Arabic	Dubai	US\$ 5100
6 - 10 Oct, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
13 - 17 Oct, 2019	Preparation for Risk Management Professional (RMP) Certification	English	Dubai	US\$ 4800
20 - 24 Oct, 2019	Project Management Skills	Arabic	Dubai	US\$ 4800
27 - 31 Oct, 2019	Establishing and Managing the Project Management Office (PMO)	English	Dubai	US\$ 4800
27 - 31 Oct, 2019	Managing IT Projects Effectively	English	Dubai	US\$ 4800
3 - 7 Nov, 2019	Managing Projects in Controlled Environments: The PRINCE2 Approach	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
10 - 14 Nov, 2019	Project Risk Management	English	Dubai	US\$ 4800
24 - 28 Nov, 2019	Certificate in Advanced Project Management	English	Dubai	US\$ 5100
24 - 28 Nov, 2019	Managing Project Stakeholders	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Agile Project Management	English	Dubai	US\$ 4800
1 - 5 Dec, 2019	Mastering Project Metrics, KPIs and Dashboards	English	Dubai	US\$ 4800
8 - 12 Dec, 2019	Preparation for Project Management Professional (PMP) Certification	English	Dubai	US\$ 4800
15 - 19 Dec, 2019	Feasibility Studies: Preparation, Analysis and Evaluation	English	Dubai	US\$ 4800
22 - 26 Dec, 2019	Project Management Skills	English	Dubai	US\$ 4800



# Meirc Timeline

