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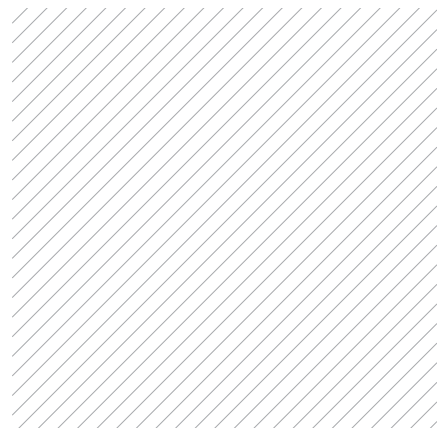
Microsoft Project

Training Course

❯ Why Bakkah?

Bakkah Learning is a leading company in the training field, with a team of carefully acquired experts in different spectrums of business to support learners in their journey to achieve professionalism and better opportunities in life.

CONTENT
- Designed by Experts
- Aligned with today's business world topics

PARTNERSHIPS
- Exclusive Partnerships with International Accreditation Bodies.

24/7 TECHNICAL SUPPORT
- Ready to answer your inquiries and handle your requests.

FLEXIBLE DELIVERY METHODS
- Live Online

+**32,000**
Capabilities
Built

+**320**
Cilents

+**600**
Engagements

+**134**
Consultants &
Instructors

+**2,100**
Sessions

About the Course

The Microsoft Project course, accredited by Microsoft, is a comprehensive training program that equips individuals with the skills to effectively plan, manage, and track projects using Microsoft Project software. Participants learn to create schedules, define tasks, assign resources, manage dependencies, and analyze project progress. With hands-on training and practical exercises, this course enables individuals to confidently utilize Microsoft Project as an industry-standard project management tool, enhancing their ability to manage projects of any size and complexity.

❯ Why Earn this Badge?

01 Enhanced skills and knowledge in Microsoft Project.

02 Industry recognition and professional credibility.

03 Improved career prospects and opportunities for advancement.

04 Competitive edge in the job market.

05 Increased efficiency and productivity in project management.

06 Commitment to continuous learning and growth.

Who Needs this certificate?

01 Program Managers

02 Project Managers

03 Project Analysts

04 Project Coordinators
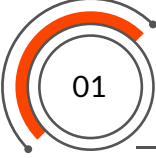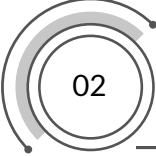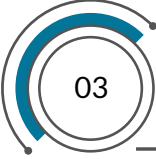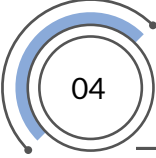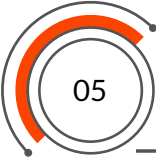
05 Project Engineers

06 Project Planners

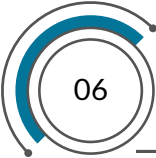**07** Anyone who is interested in learning about Project Management tools.

Course Objectives:

By the end of this course, you will obtain the following objectives:

01 — Organizing tasks in graphs for more visualization of project details.

02 — Empowering project managers to set a complete plan with an accurate timeframe.

03 — Monitoring the performance of assignees and follow-up accordingly.

04 — Acting according to the effort-driven version of each role.

05 — Leveraging suitable MSP tools to deal with over-allocated project baselines.

06 — Editing the duration according to the manpower and resources of the task by default

07 — Meeting deadlines and selecting resources within executers, teams, and enterprises

Course Outlines

Introduction - Project

- ⊘ Preparing the Project Plan
- ⊘ Setting Up a Project
- ⊘ Project Properties

Work Breakdown Structure

- ⊘ Creating Work Breakdown Structure
- ⊘ Task Relationships
- ⊘ Baseline the Project
- ⊘ Making Work Package Estimates
- ⊘ Task Type and Effort Driven Settings
- ⊘ Scheduling with the Team Planner
- ⊘ Resource Planner
- ⊘ Creating an Initial Schedule

Critical Path

- ⊘ Detailed Gantt
- ⊘ O Schedule Float
- ⊘ Constraints
- ⊘ Milestones
- ⊘ Backward Scheduling: Schedule from Finish
- ⊘ Create a Resource Leveled Schedule
- ⊘ Resource Leveling

Course Outlines

Project Statistic

- Resource Allocation
- Task Usage View
- Leveling Settings
- Managing the Project
- The Project Baseline

Project Statistic

- Resource Allocation
- Task Usage View
- Leveling Settings
- Managing the Project
- The Project Baseline
- Tracking Methods
- Variance

Formatting Output and Printing Reports

- View Reports
- Customize a Standard Report
- Visual Reports
- Consolidated Project

Advanced Topics

- Customize the Ribbon and Quick Access Bar
- Concepts of Formulas and Graphical indicators
- Global Template and Organizer
- Task Deadlines
- How to record a Macro

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