BOOST
THE LEADING TRAINING PROVIDER

Project & Contract Management

MS Project Masterclass

Course Introduction

This training program aims to acquaint you with the fundamental attributes and functionalities of Microsoft Project 2019, equipping you to utilize it proficiently and productively in practical settings.

This training program encompasses essential competencies required by project managers to formulate a project blueprint using Project 2019in the project's initial planning stages. Simply put, upon completion, you'll be capable of drafting a project plan utilizing Project 2019 and presenting it to your supervisor for evaluation and endorsement when assigned a project leadership role.

Target Audience

- project Manager
- Project Coordinator
- Program Manager
- Construction Manager
- Operations Manager
- Scheduler
- Resource Manager
- Portfolio Manager
- Business Analyst
- Planner

Learning Objectives

 Grasp project management principles and navigate through the MS Project 2019 interface.
- Establish and outline a new project plan.

- Generate and structure tasks effectively.
- Handle resources within a project plan efficiently.
- Conclude the development of a project plan.

Course Outline

- **Day 01**

  Lesson 1: Getting Started with Microsoft Project

  - Topic A: Define Project Management Concepts

  - Topic B: Navigate the MS Project 2019 Environment

  Lesson 2: Defining a Project

  - Topic A: Create a New Project Plan

  - Topic B: Define a Project

  - Topic C: Assign a Project Calendar

- **Day 02**

  Lesson 3: Creating and Organizing Tasks

  - Topic A: Add tasks to a Project Plan

  - Topic B: Import tasks from other programs

  - Topic C: Create a Work Breakdown Structure

  - Topic D: Define Task Relationships

  - Topic E: Schedule tasks

- **Day 03**

  Lesson 4: Managing Project Plan Resources

- Topic A: Add resources to a project plan

- Topic B: Create a resource calendar

- Topic C: Enter cost for resources

- Topic D: Assign resources to tasks

- Topic E: Resolve Resource Conflicts

Lesson 5: Finalizing a Project Plan

- Topic A: Optimize a project plan

- Topic B: Set a Baseline

- Topic C: Share a Project Plan

- **Day 04**

Executing a Project

- Topic A: Enger Task Progress

- Topic B: Update Task Progress with Sharepoint

- Topic C: Update work

- Topic D: Update costs

Monitoring Project Progress

- Topic A: View Project Progress

- Topic B: Add custom fields

- Topic C: Create custom views

- Topic D: Create network diagram

- Topic E: Analyze the project plan

- **Day 05**

  Controlling a Project Plan

  • Topic A: Edit the task list

  • Topic B: Reschedule tasks

  • Topic C: Update the baseline

  • Workshop.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 18, 2025	5 days	4250.00 $	UAE - Dubai
Aug. 25, 2025	Aug. 29, 2025	5 days	5950.00 $	switzerland - Geneva
Nov. 3, 2025	Nov. 7, 2025	5 days	4250.00 $	UAE - Dubai