



# MICROSOFT PROJECT

## Description:

Microsoft Project is a powerful project management tool designed to help professionals plan, execute, and oversee projects with confidence. From creating detailed project plans and assigning resources to tracking progress, managing budgets, and analysing workloads, this software equips you with the tools to stay on top of every aspect of your project. Our expert-led course goes beyond the basics, addressing common challenges and avoiding potential pitfalls, such as inefficient workflows created by automated wizards. With guidance from PCS's experienced trainers, even the most complex processes become straightforward and intuitive.



## We have 3 standard levels of Microsoft Project:

### INTRODUCTION

- This course provides a comprehensive introduction to Microsoft Project, starting with its use as a project management tool and the importance of proper setup. You'll learn to create and link tasks using Gantt charts and calendars, then track and report progress effectively. While the focus is on the Gantt Chart view, other key views like Task Sheet, Network Chart, Resource Sheet, and Tracking Gantt will also be covered

### INTERMEDIATE

- This course is designed for users managing resources in single or multiple projects. Learn to assign resources accurately, track costs and working hours, and link multiple projects using a shared Resource Pool to enhance productivity measurement

### ADVANCED

- The advanced course builds on previous levels, integrating all aspects of project management in Microsoft Project. Learn to customize and create fields, simplify processes or develop complex formulas using SQL, and implement tools like traffic light systems to highlight risks, issues, or task slack. Gain the confidence to master Microsoft Project at an expert level

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.  
Course duration and level can be changed, depending on content, company & individuals\***



# INTRODUCTION

**Course Code: ITPP01 | Course Title: Using Resources | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

## Course Description:

This course provides a comprehensive introduction to Microsoft Project, starting with its use as a project management tool and the importance of proper setup. You'll learn to create and link tasks using Gantt charts and calendars, then track and report progress effectively. While the focus is on the Gantt Chart view, other key views like Task Sheet, Network Chart, Resource Sheet, and Tracking Gantt will also be covered.



## Who Should Attend Microsoft Project Training?

- Project Managers
- Team Leaders
- Engineering Managers
- Event Planners

## Course Requirements:

No previous experience of Microsoft Project is required however the delegate should have knowledge in basic computer skills.

## Course Contents:

- **Introduction to Microsoft Project:** Understanding its role in effective project management
- **Program Navigation:** Familiarizing yourself with toolbars, shortcuts, and key terminology
- **Project Setup:** Creating new projects and establishing essential rules and parameters
- **Task Creation:** Adding tasks, setting dependencies, and managing constraints
- **Using Gantt Charts:** Visualizing project timelines and customizing chart layouts
- **Resource Basics:** Assigning resources to tasks and understanding effort-driven scheduling
- **Tracking Progress:** Comparing planned versus actual progress using baselines
- **Views in Microsoft Project:** Exploring Gantt Chart, Calendar, and Resource Sheet views
- **Customizing Projects:** Adding notes, labels, and highlighting critical paths
- **Printing and Reporting:** Preparing project views for professional printing and sharing
- **Common Pitfalls and Best Practices:** Avoiding errors and optimizing project workflows

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.**  
**Course duration and level can be changed, depending on content, company & individuals\***



# INTERMEDIATE

**Course Code: ITPP02 | Course Title: Project Reports & Tracking | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

## Course Description:

This course is designed for users managing resources in single or multiple projects. Learn to assign resources accurately, track costs and working hours, and link multiple projects using a shared Resource Pool to enhance productivity measurement.



## Who Should Attend Microsoft Project Training?

- Project Managers
- Team Leaders
- Engineering Managers
- Event Planners

## Course Requirements:

The delegate needs to have attended the previous stage of the Microsoft Project course at Pringle PCS or at least, have the equivalent working knowledge.

## Course Contents:

- **Creating a Company Template:** Setting up standardized templates for consistent planning
- **Troubleshooting Issues:** Resolving problems with work/non-working time and adjusting effort
- **Resource Management:** Assigning, removing, and tracking resources effectively within the project
- **Using Work & Materials:** Managing both work resources and material costs in your projects
- **Task Usage View:** Analysing and adjusting tasks based on resource allocation and progress
- **Resource Usage View:** Tracking and managing resource allocation and availability
- **Multiple Projects:** Managing and coordinating multiple projects simultaneously
- **Resource Pool:** Creating and using a shared resource pool to streamline resource management

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.**  
**Course duration and level can be changed, depending on content, company & individuals\***





## ADVANCED

**Course Code: ITPP03 | Course Title: Project Master | Duration: 1 Day**  
**Delivery: Face To Face & Live Online**

### Course Description:

The advanced course builds on your existing knowledge, covering advanced document management, styles for automatic tables of contents, enhanced mail merge with filters and database links, and Word customization with menus, buttons, and an introduction to macros (VBA).



### Who Should Attend Microsoft Project Training?

- Project Managers
- Team Leaders
- Engineering Managers
- Event Planners

### Course Requirements:

The delegate needs to have attended the previous stage of the Project course at Pringle PCS or at least, have the equivalent working knowledge.

### Course Contents:

- **Refresher Workshop:** Reviewing key concepts and skills to ensure a solid understanding
- **Managing Budgets:** Setting up and tracking project budgets effectively
- **Customizing Fields:** Tailoring fields for duration, text, resources, costs, and graphical indicators
- **Project Costs:** Calculating and managing resource and task costs
- **Generating Reports:** Creating and customizing project reports for stakeholders
- **Importing & Exporting:** Importing project data from external sources & exporting reports
- **Resource Allocation:** Assigning and managing multiple resources across tasks efficiently
- **Optimizing Schedules:** Adjusting timelines, dependencies, and tasks for smoother project flow

**\*BESPOKE COURSES | All of our courses can be easily tailored to suit any company.**  
**Course duration and level can be changed, depending on content, company & individuals\***