



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Project (Introduction to Advanced)

Overview

This two-day course equips participants with the skills to apply project management principles using Microsoft Project. Delegates will learn to plan, schedule, resource, and track projects effectively, while managing costs, dependencies, and progress. By the end of the course, they will be able to use MS Project to create efficient, cost-effective, and well-structured project plans for their organisation.

Objectives

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

- Create and manage project plans using Gantt charts and network diagrams
- Define project goals, tasks, durations, milestones, and dependencies
- Understand and apply lag and lead times between tasks
- Set up and allocate resources, including cost and work resources
- Identify and resolve resource overallocations
- Establish and track baselines to monitor actual performance against plans
- Create custom filters, reports, and print outputs
- Manage multiple projects, share resources, and create subprojects
- Apply best practices in project scheduling, tracking, and reporting

Course Prerequisite

MS Excel (Introduction), plus a basic understanding of project management principles

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

This course is ideal for professionals who manage projects and wish to use Microsoft Project as a tool for planning, tracking, and reporting, including:

- Project Managers and Coordinators
- Team Leaders and Supervisors
- Operations Managers
- Engineers and Technical Leads
- Event Managers
- Construction Project Administrators
- Business Analysts

Course Outline

This course consists of the following 12 modules

Module 1	Introduction to Project Management in MS Project • Understanding projects, milestones, Gantt charts, and network diagrams
Module 2	Creating and Managing Projects • Opening, saving, and protecting projects • Project views, splitting the screen, start/finish dates, and calendars
Module 3	Entering and Managing Tasks • Task entry, duration estimates, milestones, deadlines, and constraints
Module 4	Task Structure • Summary tasks, outlining, indenting, and collapsing/expanding outlines
Module 5	Task Relationships • Relationship types, lag, and lead times
Module 6	Resource and Cost Management • Resource pools, calendars, work/material resources, and inflation factors
Module 7	Assigning Resources • Resource allocation, effort-driven scheduling, and overtime work
Module 8	Resource Allocation and Baselines • Identifying overallocations, resource usage view, setting baselines, and templates

Module 9	Filtering and Customisation • Creating and applying custom filters
Module 10	Tracking Progress • Tracking Gantt, task form tracking, critical path analysis
Module 11	Reporting and Printing • Creating reports, page setup, print preview, and printing
Module 12	Working with Multiple Projects • Subprojects, linking between projects, and sharing/unsharing resources

Additional Information

Duration	2 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire