



Vantage Africa

School of Leadership

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Microsoft Project Training

For more information or to enroll contact;

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Location: C603, 6th Floor Astrol Business
Center Thika Road Nairobi



Introduction

MS Project provides a digital platform to plan, coordinate and monitor projects of all sorts from complex ones to large projects. This skill is suitable to everyone looking to achieve an upper hand in their knowledge of managing projects be it a graduate looking for a job, a team leader of a given project or even a project manager looking for a promotion or a better way to monitor his/her projects. We will meet for 5 days each week for 2 weeks. For maximum learning, the course is delivered through a combination of live and E-Learning sessions.

Live Sessions

Live sessions are held via Zoom. These are highly interactive sessions where participants are guided on key MS projects skills to enable them manage projects of any size.

E-Learning Sessions

Here, we have a host of prerecorded sessions, notes, MS project toolkits, links etc. all aimed at equipping participants with the most current MS project skills. After each session, a self-assessment quiz is provided to reinforce learning. Once a participant completes a session including the quiz, the system opens the following session.

Course Completion

In order for you to be considered to have completed the course, you will need to fulfill the following criteria:

- ✔ Attend minimum 70% of live sessions
- ✔ Complete E-Learning lessons and other class assignments
- ✔ Clear the fees

N/B - A certificate will be issued upon completion of the course.

Course Outline

Week 1		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 1	Overview of MS Project	<ul style="list-style-type: none"> ✔ Define key terms in project management ✔ Understand the relationship of project management and other management disciplines
Day 2	Introduction to Microsoft Project	<ul style="list-style-type: none"> ✔ Explore the Project user interface ✔ Manage files and set options in the Backstage view ✔ Exploring Ribbon Menu and tool bars ✔ Customizing Quick Access tool bar
Day 3	Create a new Plan	<ul style="list-style-type: none"> ✔ Create a new plan and set its start date ✔ Set nonworking days in the project calendar ✔ Enter the plan title and other properties

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Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 4	Set Up Resources	<ul style="list-style-type: none"> ☑ Set up work resources ☑ Enter the maximum capacity for work resources ☑ Enter work resource pay rates ☑ Adjust working time in a resource calendar ☑ Set up cost resources
Day 5	Assigning Resources to Task	<ul style="list-style-type: none"> ☑ Assign work resources to tasks ☑ Control work when adding or removing resource assignments ☑ Assign cost resources to tasks ☑ Create and assign material resources
Online Self-Assessment Quiz 1		

Week 2		
Day	Topic	Topic Outcomes (By the end of the session, the learner should be able to:)
Day 6	Formatting and Sharing a Plan	<ul style="list-style-type: none"> ☑ Customize a Gantt chart view ☑ Add tasks to a Timeline view ☑ Customize reports ☑ Copy views and reports ☑ Print views and reports
Day 7	Plan Duration Cost	<ul style="list-style-type: none"> ☑ Resolve resource over allocations manually ☑ Examine resource allocations over time in plan ☑ Use Resource Leveling Option ☑ Creating baseline and set baseline to total project
Day 8	Track Progress	<ul style="list-style-type: none"> ☑ Understand progress tracking ☑ Save a baseline of your plan ☑ Track a plan as scheduled ☑ Enter a task's completion percentage ☑ Enter actual values for tasks ☑ Update a baseline ☑ Track actual and remaining work for tasks and assignments
Day 9	Advance Schedule	<ul style="list-style-type: none"> ☑ Adjust task link relationships ☑ Control task scheduling by using constraints ☑ Adjust working time for individual tasks ☑ Control task scheduling by using task types ☑ Enter deadline dates ☑ Create and assign material resources If any needed ☑ Examine resource allocations over time ☑ Resolve resource over allocations manually
Day 10	Status Reporting	<ul style="list-style-type: none"> ☑ Examine a plan's variance ☑ Identify tasks that have slipped ☑ Examine task costs ☑ Examine resource costs
Online Self-Assessment Quiz 2		

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