

Master Project Planning with MS Project

Course Overview

Microsoft Project is one of the most widely used project management tools, enabling organizations to efficiently plan, track, and deliver projects on time. This course equips participants with the skills to navigate MS Project's interface, manage tasks, dependencies, and resources, and monitor project progress effectively.

Through practical labs and guided exercises, learners will gain proficiency in creating work breakdown structures, scheduling tasks, assigning resources, and tracking baselines. The training also covers essential reporting and analysis features to ensure project visibility and control.

By the end of this course, students will be confident in managing projects of any scale using MS Project, applying best practices in scheduling, resource management, and performance tracking.

Key Features

- Instructor-led, hands-on training sessions.
- Step-by-step labs for real-world project scenarios.
- Coverage of both basic and advanced scheduling.
- Focus on resource and cost management.
- Earned Value Analysis for performance tracking.
- Customizable views and reporting techniques.

- Guidance on MS Project Online & Desktop use.
- Practical tips for effective project delivery.

Who Should Attend:

- Project Managers across IT, Construction, Manufacturing, and other industries.
- Program Managers and Portfolio Managers handling multiple projects simultaneously.
- Team Leaders and Coordinators managing cross-functional or distributed teams.
- Professionals responsible for planning, scheduling, and delivering projects of any size or complexity.

Prerequisites:

- Basic understanding of project management concepts (tasks, timelines, dependencies).
- Familiarity with Microsoft 365 environment (Teams, SharePoint, OneDrive – optional).
- Microsoft Project Plan license (or trial access).
- Internet access with a browser.
- Windows PC for Project Online Desktop Client.

Module 1 Introduction to Project Management & MS Project

- Principles of project management
- Navigating MS Project interface
- Defining project information

Module 2 Setting Up Your Project

- Initializing new project
- Working with calendars (standard, base, resource)
- Lab: Project setup and calendar configuration

Module 3 Task Management & Scheduling Basics

- Work Breakdown Structure (WBS)
- Creating tasks, phases, milestones
- Lab: Entering tasks and milestones

Module 4 Task Scheduling & Dependencies

- Auto vs. Manual task modes
- Task durations and dependencies
- Using Link Tool for sequencing

Module 5 Advanced Scheduling & Resource Management

- Critical Path Method (CPM)
- Constraints, deadlines, and resource assignments

Module 6 Managing Costs & Baselines

- Cost tracking and resource utilization
- Setting and maintaining baselines
- Lab: Creating and customizing project views

Module 7 Monitoring & Controlling Projects

- Updating schedules and progress
- % Complete, actuals, and variance analysis
- Earned Value Analysis (EVA)

Module 8 Reporting & Exporting

- Custom and visual reports
- Import/export of project data
- Review and course summary

Why Enroll for MS Project Training from CloudThat?

- You can choose an MS Project course tailored to your project management career path.
- We offer flexible training schedules with options for Virtual, Classroom, 1-to-1, or hybrid sessions.
- Our official curriculum and practical labs help you gain in-depth MS Project expertise.
- Get hands-on learning directly from Microsoft-certified trainers with industry experience.
- Understand real-world use cases and project scenarios through expert-led guidance.
- Prepare thoroughly with practice labs, exercises, and post-training support resources.
- Students and professionals can build or enhance their project management skills to excel in roles and certifications.

About CloudThat

Founded in 2012, CloudThat is an award-winning company and the first in India to offer cloud training and consulting services for mid-market and enterprise clients worldwide. Recently, it became the first Indian company to win consecutive AWS Training Partner of the Year (APJ) Awards and the Microsoft Training Services Partner of the Year Award. These achievements represent its 11th award in 8 years. Notably, 20 of CloudThat's Microsoft trainers feature in Microsoft's Top 100 MCTs Global List for 2025, underscoring its global excellence in training.

A pioneer in the cloud domain, CloudThat specializes in Cloud Migration, Data Platforms, DevOps, IoT, and cutting-edge technologies like Gen AI & AI/ML. As a Microsoft Solutions Partner, AWS Advanced Tier Training Partner, and Google Cloud Platform Partner, CloudThat has trained 850k+ professionals across 600+ cloud certifications and supported 500+ consulting projects for 250+ corporates in 30+ countries. These achievements highlight CloudThat's commitment to empowering professionals to advance their skills and careers.

Our Success Track

13+ Years of Experience	200+ Corporates served	30+ countries catered
850K+ Professionals trained	500+ Projects delivered	600+ Cloud certifications

To know more about our cloud certification training, email at sales@cloudthat.com or call us at [+918880002200](tel:+918880002200).