



**OmniLearn**

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2025

# Microsoft Project Curriculum



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# Our Company

- ❖ **Global Excellence**

Leading digital career enhancement across the globe.

- ❖ **Rigorous Training**

Dive into our programs for comprehensive and customised training, personalised project support and career counselling.

- ❖ **Empowering Millions**

Transforming lives with practical knowledge for professional success.

- ❖ **Globally Recognized Expertise**

Join us for industry-recognized excellence in the digital era.

# Course Description

The Microsoft Project course is designed to provide participants with comprehensive knowledge of project planning, scheduling, and management using Microsoft Project. Participants will learn to create and manage project plans, allocate resources, track project progress, and analyze project performance. The course covers key features such as task management, resource allocation, cost management, and reporting, enabling learners to efficiently manage projects and ensure timely delivery. With hands-on exercises and real-world case studies, this course will equip participants with the skills to handle complex projects effectively using Microsoft Project.

# Key Points Learned

- Understanding the interface, navigation, and basic functionalities of Microsoft Project.
- Defining project goals, creating project charters, and setting up project schedules.
- Managing tasks, resources, and costs effectively throughout the project lifecycle.
- Tracking project progress, monitoring performance, and handling risks.
- Using advanced features for project optimization and sharing plans with stakeholders.

# Course Curriculum

- **Introduction to Microsoft Project:** Understanding the interface, navigation, and basic functionalities of Microsoft Project.
- **Project Initiation and Planning:** Defining project goals, creating project charters, and setting up project schedules.
- **Task Management:** Creating, organizing, and managing tasks, including setting dependencies and milestones.
- **Resource Management:** Assigning resources to tasks, managing resource allocation, and resolving resource conflicts.
- **Cost Management:** Setting up project budgets, tracking costs, and analyzing financial performance.

# Course Curriculum

- **Tracking and Monitoring:** Updating project progress, comparing planned vs. actual performance, and generating reports.
- **Risk Management:** Identifying potential risks, assessing their impact, and developing mitigation strategies.
- **Advanced Features:** Utilizing advanced tools like custom fields, filters, and views to enhance project management.
- **Collaboration and Sharing:** Sharing project plans with stakeholders and collaborating effectively within Microsoft Project.
- **Case Studies and Practical Applications:** Applying learned concepts to real-world scenarios to reinforce understanding and demonstrate proficiency.

# Career Benefits

- Learn to plan, schedule, and manage projects efficiently using Microsoft Project, a widely used project management tool.
- Gain expertise in resource allocation, task tracking, and budget management, essential for successful project delivery.
- Develop skills to create detailed project timelines and Gantt charts for effective communication with stakeholders.
- Enhance your ability to monitor project performance and identify potential risks using advanced reporting features.
- Increase career opportunities by demonstrating proficiency in a key project management tool valued across industries.




# Omnilearn Advantage

## Unlocked

- Tailored course material to suit the learner's experience and knowledge level.
- Real-world projects to apply concepts and enhance learning.
- Access to downloadable resources for future reference.
- Practice exams that mimic real test conditions to boost exam readiness.
- Industry-recognized certificate awarded upon program completion.
- Round-the-clock support for all learner inquiries.
- Year-long access to recorded lessons for review and learning at your convenience.

# Contact Us

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