



THE UNIVERSITY OF  
SYDNEY

# **Project Management Course: Microsoft Project**

*Centre for  
Continuing Education*



# Project Management Course: Microsoft Project

This course provides an introduction to Microsoft Project for project professionals. Microsoft Project is a software package that supports project managers to plan, baseline, monitor and control a project schedule, budget and resource allocation throughout the life of a project.



## Intended audience

This course is for professionals involved in planning, coordinating or delivering projects and business improvement initiatives in their organisation. It applies across structured and fast-moving project environments, including engineering, construction, health, education, government, commercial and non-profit sectors.

- Project managers looking to improve planning, delivery and oversight
- Accidental' project managers managing projects without formal training
- Team leaders, supervisors and business leaders responsible for project outcomes
- Project coordinators, business analysts and subject matter experts
- Change leaders, managers and support staff involved in organisational initiatives
- Anyone working on projects who wants to better manage timelines, stakeholders and priorities



### Course duration

2 sessions, 16 hours total



### Time

9am - 5pm



### Format

Face-to-face  
or  
Online in real-time



### Dates

Browse available  
[course dates](#)

## Prerequisites

Some experience as a project manager or applying project management techniques, for example, scheduling. It is also assumed that you will have access to MS Project upon completion of the training to practice the concepts taught.



## Upon completion

Every participant receives a University of Sydney statement of completion.



## Outcomes

By the end of this course, you should be able to:

- set and manage relationships between project tasks
- develop a simple project schedule, resource sheet and budget within defined constraints using MS Project
- analyse a schedule in MS Project to understand the critical path
- develop a resource sheet to estimate your project budget
- monitor and control a project using MS Project
- explain the benefits and challenges of using MS Project
- identify the challenges and flexibility in the schedule and develop options for optimisation
- produce reports using MS Project
- level resources
- develop an awareness of further learning to get even more out of MS Project, as well as Enterprise Project and Project Online.



## Content

### Recap on theory

- A refresh on the project management framework and scheduling concepts

### MS Project basics

- Navigating MS Project
- Different views available
- Setting up a new project

### Integrated project planning

- Developing a WBS and input activity, durations and dependencies to develop a simple Gantt chart
- Building and analysing a project schedule including network analysis, critical path analysis

- Creating and using project resource tables
- Project budget definition

### Monitoring and controlling

- Baseline and rebaselining a plan
- Tracking task completion
- Reporting with MS Project

### Awareness of more tools

- Benefits and challenges of MS Project, when to use it and what it's good for
- Beyond MS Project: Enterprise, Online, SharePoint integration & other scheduling packages.



*“Very interactive, facilitator was very accommodating to different learning capabilities and knowledge.”*

**Patrick Aramini**

*“Great class, very user friendly.”*

**Natalie Wagenheim**



## Delivery style

This two-day course focuses on experiential learning. Content is broken into 10-15 minute blocks and immediately followed by group activities where the theory is put into action.

A range of interactive methods will be used including:

- storytelling and the use of professional examples to exhibit concepts
- self-reflection and group discussions
- case studies where the concepts are actively applied
- individual and team activities and presentations
- suggested readings for after training.

## Materials

You will receive:

- online course materials with case study activities
- an online project management toolkit with templates

## What you need to do before the course

For this course, you will need Microsoft Project installed on your device and a Microsoft account.

- Required operating system: Windows (please note that the software is not available on Apple devices)
- Required software: Microsoft Project 2010, 2013, 2016, 2019 (excluding trial versions)

## Face-to-face classes (CCE, Sydney)

- Classes are held in a computer lab. You do not need to bring your own device or login details.

## Online classes

- For the best experience, we recommend using a computer with a large monitor or dual screens/devices. Small laptop screens can make it difficult to follow the facilitator’s display while working in the software.



## Organisational training and development

This course can be delivered as a private session for groups of six or more, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF  
**SYDNEY**

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Empower ambition,  
*inspire leadership*

**For more information**

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