MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Microsoft Project Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2996	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Welcome to the Microsoft Project Specialist workshop. Project is a sophisticated project management software that can help project managers with planning, assigning resources, tracking progress, managing budgets, and analyzing workloads for projects.

Microsoft Project allows you to monitor, update, and create many facets of project development. It allows managers to track budgets, completed and pending tasks, look at overall progress, and see the big picture of the project as it is advancing.

Course Outcomes

Research has consistently demonstrated that when clear goals are associated with learning, it occurs more easily and rapidly.

By the end of this workshop, participants should be able to:

- Split the view
- Sort, group, and filter tasks
- Use zoom
- Overlap, delay, or split tasks
- Set task deadlines and constraints
- Understand task types
- Assign a task calendar
- Understand task indicators
- Assign a resource calendar
- Customize a resource calendar
- Apply predefined resource contours
- Specify resource availability
- Group resources
- Enter resource rates and overtime rates
- Specify pay rates for different dates
- Apply a different pay rate to an assignment
- Use material resource consumption rates
- Entering task fixed costs
- Schedule resource overtime
- Identify and balance resource overallocation
- Save a baseline plan
- Update project, actual task values, actual work and actual costs
- View project statistics and costs
- Check duration variance, work variance, and cost variance
- Identify slipped tasks
- Save an interim plan
- Customize a basic or visual report
- Create a custom report
- Sort a report
- Inserting a subproject
- Consolidate multiple projects
- View multiple project critical paths

View consolidated project statistics

- Create a resource pool

Course Outline / Curriculum

Module One: Getting Started

- Workshop Objectives
- Pre-Assignment Review

Module Two: Viewing the Project

- Using Split Views
- Sorting Information
- Grouping Information
- Filtering Information
- Using AutoFilters
- Using Zoom
- Module Two: Review Questions

Module Three: Working with Tasks (I)

- Overlapping Tasks
- Delaying Tasks
- Setting Task Deadlines
- Setting Task Constraints
- Splitting Tasks
- Module Three: Review Questions

Module Four: Working with Tasks (II)

- Understanding Task Type
- Assigning a Task Calendar
- Understanding Task Indicators
- Module Four: Review Questions

Module Five: Working with Resources

- Assigning a Resource Calendar
- Customizing a Resource Calendar
- Applying Predefined Resource Contours
- Specifying Resource Availability Dates
- Grouping Resources
- Module Five: Review Questions

Module Six: Working with Costs

- Adding Pay Rates for a Resource
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Specifying Pay Rates for Different Dates

- Applying a Different Pay Rate to an Assignment
- Using Material Resource Consumption Rates
- Entering Task Fixed Costs
- Module Six: Review Questions

Module Seven: Balancing the Project

- Scheduling Resource Overtime
- Identifying Resource Overallocation
- Setting Leveling Options
- Balancing Resource Overallocations Automatically
- Balancing Resource Overallocations Manually
- Module Seven: Review Questions

Module Eight: Updating Project Progress

- Saving a Baseline Plan
- Updating the Entire Project
- Updating Task Actual Values
- Updating Actual Work
- Updating Actual Costs
- Module Eight: Review Questions

Module Nine: Checking Project Progress

- Viewing Project Statistics
- Viewing Project Costs
- Checking Duration Variance
- Checking Work Variance
- Checking Cost Variance
- Identifying Slipped Tasks
- Saving an Interim Plan
- Module Nine: Review Questions

Module Ten: Working with Reports

- Customizing a Basic Report
- Creating a Custom Report
- Customizing a Visual Report
- Sorting a Report
- Module Ten: Review Questions

Module Eleven: Working with Multiple Projects

- Inserting a Subproject
- Consolidating Projects
- Viewing Multiple Project Critical Paths
- Viewing Consolidated Project Statistics
- Creating a Resource Pool
- Module Eleven: Review Questions

Module Twelve: Wrapping Up

- Words from the Wise

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Project Specialist
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____