MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Certification Courses

Project 2010 Essentials

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

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2998	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

The Project 2010 Essentials course offered by Magna Skills is designed to equip participants with fundamental skills and knowledge necessary for effective project management using Microsoft Project 2010. This hands-on course provides a comprehensive understanding of the essential features and functionalities of Microsoft Project 2010, enabling participants to plan, track, and manage projects successfully.

Through a combination of lectures, practical exercises, and real-world scenarios, participants will gain confidence in utilizing Project 2010 to streamline project workflows and enhance overall project management efficiency.

Course Outcomes

By the end of the Project 2010 Essentials course, participants will be able to:

1. **Navigate and Customize the Project 2010 Interface:**
   - Familiarize themselves with the Project 2010 environment.
   - Customize the ribbon and options to suit project management preferences.
2.

Create and Manage Project Plans:

- Develop a project plan by defining tasks, durations, and dependencies.
- Set project milestones and deadlines.
- Assign resources and manage resource allocation.

3. **Utilize Task and Resource Calendars:**
   - Create and modify task calendars to accommodate project-specific timelines.
   - Manage resource calendars to optimize resource availability.
4. **Track and Monitor Project Progress:**
   - Implement tracking tools to monitor project progress.
   - Utilize baselines and Gantt charts for visualizing project timelines.
5. **Generate Reports and Analysis:**
   - Create customized reports to communicate project status and progress.
   - Utilize built-in analysis tools for project performance evaluation.
6. **Collaborate and Communicate Effectively:**
   - Share project plans with team members and stakeholders.
   - Collaborate on project tasks and updates in real-time.

Course Outline / Curriculum

Module 1: Introduction to Microsoft Project 2010

- Overview of Project Management
- Introduction to Microsoft Project 2010 Interface

Module 2: Creating a Project Plan

- Defining Project Scope and Objectives
- Creating Tasks and Subtasks
- Setting Task Durations and Dependencies

Module 3: Resource Management

- Assigning Resources to Tasks
- Managing Resource Allocation
- Understanding Resource Calendars

Module 4: Project Tracking and Monitoring

- Implementing Project Tracking Tools
- Baselines and Gantt Charts for Project Visualization
- Monitoring and Adjusting Project Schedules

Module 5: Reporting and Analysis

- Generating Customized Reports
- Analyzing Project Performance
- Troubleshooting and Problem-Solving

Module 6: Collaboration and Communication

- Sharing Project Plans with Team Members
- Real-time Collaboration Features
- Effective Communication in Project Management

This course is suitable for project managers, team leads, and professionals seeking to enhance their project management skills using Microsoft Project 2010. Join us at Magna Skills to unlock the full potential of Microsoft Project 2010 and take your project management capabilities to the next level.

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
- Nairob
- 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
- Flexib

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	Project 2010 Essentials
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 _____