

## Microsoft Project Specialist Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

[Registration Link](#)

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Training Coordinator: Denis Wunganayi

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## Course Summary

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 Objectives

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

### **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
- 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



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## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

## Request for Training Form

Complete the form and share with Magna Skills Support Team on email [info@magnaskills.com](mailto:info@magnaskills.com) or Send Whatsapp on: +27630079022

Approval & Authorization	
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First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[ ____ ] Face to Face [ ____ ]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.